

James R. Bowers

“Taxes & More”

810-687-9014

2011 INCOME TAX ORGANIZER

CLIENT NAME: _____

Employment & Other Income Data:

- _____ All W-2 Forms for the Current Year
- _____ Interest and Dividend Income Statement Forms 1099-INT & 1099-DIV
- _____ State and City Income Tax Refunds from 2010 Forms 1099-G
- _____ Proceeds from Stock Sales Forms 1099-B
(**IMPORTANT:** We must have Date Acquired, Cost, Number of Shares, Date Sold, and Sale Proceeds)
- _____ Sale of any Real Estate Forms 1099-S
- _____ Pensions, Annuities, IRA & other Retirement Distributions Forms 1099-R
- _____ Any Partnership, S-Corp, and/or Trust Income Schedules K-1
- _____ Unemployment Compensation Forms 1099-G
- _____ Social Security Benefit Forms
- _____ All Miscellaneous Income Forms 1099-MISC or 1099-NEC
- _____ Gambling Income, Lottery Income, Prizes, Awards, Jury Duty, etc.
- _____ Other Income and Source _____

****SPECIAL NOTE FOR CLIENTS WITH BUSINESS AND/OR RENTALS****
PLEASE CALL OUR OFFICE IF YOU NEED A SPECIAL C- E CHECKLIST

Adjustments to Income:

- _____ Educator Expenses \$ _____
- _____ Moving Expenses Required for New Employment \$ _____
- _____ Contributions to any IRA, SEP, or other Retirement Plans \$ _____
- _____ Self Employed Persons Health Insurance Premiums \$ _____
- _____ Student Loan Interest Info Forms
- _____ Other Adjustments and Source _____

Medical & Dental:

- _____ Medical Insurance Premiums Paid \$ _____
- _____ Long Term Care Premiums \$ _____
- _____ Prescription Drug Costs \$ _____
- _____ Doctor, Dentist, Dentures, Hospital, Ambulances, etc \$ _____
- _____ Eye Glasses, Contacts, Hearing Aids, etc \$ _____
- _____ Medical Mileage _____
- _____ Other Medical Costs Incurred \$ _____

Taxes Paid:

_____ *State & City Taxes Paid on Previous Years Returns \$* _____
_____ *Real Estate Taxes Paid on **Principal Residence** \$* _____
(We Need Original Statement or Bill from City, County, Township, etc for the Michigan Credit)
_____ *Taxable Value of Your Homestead \$* _____
_____ *Real Estate Taxes on other Properties \$* _____
_____ *Sales Tax Paid on Large Items (Boat, Mobile Homes, Motorcycle, Building Materials, etc)*
_____ *Auto License Registrations (Motor Vehicles Only) \$* _____
_____ *Other Taxes \$* _____
_____ *Sales Tax Paid on **NEW** Vehicle Purchases* _____

Interest Paid:

_____ *Mortgage Interest Forms 1098*
_____ *Second Mortgage Interest Paid on Forms 1098 or 2nd Home, etc*
_____ *Land Contract Interest Paid Including Payees Name, Address, and SSN*
_____ *Points Paid \$* _____

Donations & Contributions:

_____ *Original Statements from Church if Over \$1000*
_____ *Any Other Miscellaneous Cash Contributions \$* _____
_____ *Any Non-Cash Contributions to Goodwill, Salvation Army, etc \$* _____
_____ *Any Large Non-Cash Donation that Needed Appraisal Completed-Please Bring Appraisal*

Miscellaneous Deductions:

_____ *Union Dues if not on W-2 Form \$* _____
(IMPORTANT: For Trades- Please Bring Industry Calculations)
_____ *Required Employment Education Expenses \$* _____
_____ *Job Related Mileage _____ Job Search Expense \$* _____
_____ *Uniforms, Safety Shoes, Tools, etc \$* _____
_____ *Other Job Related Job Expenses \$* _____
_____ *Safety Deposit Box \$ _____ Tax Preparation Fees \$* _____
_____ *Gambling Losses (Limited to Winnings) \$* _____

Tax Credits:

_____ *Child Care Expenses/Babysitting \$* _____
Name(s) of Care Provider _____
Complete Address _____
E.I.N. or SSN _____
Child(rens) Name Cared For _____
_____ *Education Expenses (Tuition Only) \$* _____ *\$* _____
Student name _____
Year of College _____
Books _____ *Supplies* _____ *Equipment* _____

Other Important Questions for 2011

Did you purchase any energy efficient appliances, home improvements, etc?

*Any and all energy efficient items must meet **ENERGY STAR** ratings*

Windows	_____
Insulation	_____
Furnaces	_____
Refrigerator	_____
Ext Doors	_____
Metal Roof	_____
Boiler	_____
Bldg Material	_____
Pump or Fan	_____
Water Heater	_____
Washer	_____
Dishwasher	_____

Are you a retiree of **ANY** governmental department or agency? Y _____

Did you pay energy cost recovery surcharges on your utility bills? Y _____

Did you receive any non-taxable income not shown on any form?

Child Support	\$ _____	FIA Benefits	\$ _____
SSI	\$ _____	Vets Disability	\$ _____
Family Loans	\$ _____	Alimony	\$ _____
Worker Comp	\$ _____	Food Stamps	\$ _____

Did you pay any estimated taxes for 2011?

Federal	1Q _____	2Q _____	3Q _____	4Q _____
State	1Q _____	2Q _____	3Q _____	4Q _____
City	1Q _____	2Q _____	3Q _____	4Q _____

SPECIAL NOTE: *Any income not documented on an employer provided form such as a W-2 or 1099 (child care, office cleaning, tips, casual labor, etc) must be documented on a daily basis in the logbook provided.*