

Please circle either yes or no for each question below. Your answers to these questions will let me know when I need to investigate further items of income or deduction.

- Yes No Did your marital status change in 2011?
 Yes No Did your address change in 2011?
 Yes No Did you have or adopt a child in 2011?
 Yes No Did any of your dependents move out on their own in 2011?
 Yes No Is anyone listed on your 2010 tax return deceased?
 Yes No Did any of your children under age 18 on January 1st, 2011 have more than \$950 in interest or dividend income in 2011?
 Yes No Did you receive any disability income in 2011?
 Yes No Did you start a business, farm, purchase rental property or acquire an interest in a partnership, S corporation, or trust in 2011?
 Yes No Did you sell any stock, bonds, or property in 2011?
 Yes No Did you purchase or sell a home in 2011?
 Yes No Did you add any energy efficient improvements (insulation, exterior windows or doors, etc) to your home in 2011?
 Yes No Did you convert part or all of an IRA to a Roth IRA in 2011?
 Yes No Did you, your spouse, or a dependent incur any tuition expenses that are required to attend a college, university, or vocational school?
 Yes No Did you incur a loss because of damaged or stolen property?
 Yes No Were you involved in a bankruptcy in 2011?
 Yes No Did you have any debts cancelled or forgiven in 2011?
 Yes No Did you incur moving expenses due to a move related to work?
 Yes No Did you or your spouse make a gift to any individual over \$13,000?
 Yes No Did you inherit money or property in 2011?
 Yes No Did you pay into a Long Term Health Care Insurance Plan in 2011?
 Yes No Did you or your spouse elect to receive COBRA continuation health coverage (35% of premium) between 2/17 and 12/31, 2011 as a result of involuntary termination?
 Yes No Was your home rented out or used for business (did you issue a 1099)?
 Yes No Did you receive any notices from the Internal Revenue Service or New York State Tax Department?

Please list the following items:

Main phone number _____ 2nd Phone number _____

If you are due a State or Federal tax refund I will request that you be sent a check unless you list your bank account information below for direct deposit of the refund to your bank account:

Name of Bank _____ Account Number _____
 Routing Number _____ Checking or Savings? _____

If instead of a refund, you owe money, would you like to have the amount you owe direct-debited, or would you prefer to write a check? (check one) Direct Debit _____ Write a check _____

Please give me a copy of the following forms you, your spouse or your dependents received:

W-2's received from employers
 1099's for income earned as an independent contractor
 1099-INT statements received from a bank for interest paid to you
 1099-DIV statements received for dividends

- 1099-B forms received for the sale of stock or mutual funds.
- 1099-R forms received from your retirement accounts
- 1099-S forms from the sale of real estate
- 1099-MISC forms for miscellaneous income
- SSA-1099 forms for Social Security benefits
- 1099-G forms for Unemployment compensation
- W-2G forms from gambling income
- 1098 forms you received for your primary and secondary home showing interest paid
- Schedule K-1's you received for business income
- All closing statements from the purchase or sale of real estate
- Any tax notices you received in 2011
- 1098-E showing student loan interest you paid in 2011
- 1098-T showing tuition paid and scholarships received in 2011

If you made estimated tax payments (Including during January of 2011) list them below:

Federal payment date and amount	_____	State payment date and amount	_____
Federal payment date and amount	_____	State payment date and amount	_____
Federal payment date and amount	_____	State payment date and amount	_____
Federal payment date and amount	_____	State payment date and amount	_____

Please let me know the following:

_____ Contributions made to a retirement plan in 2011, be specific

_____ Contributions made to an NYS 529 college savings plan in 2011 include plan # _____

_____ Educator expenses you paid out of pocket (if you are a K-12 teacher)

_____ Fees to a day care provider so you could work or attend school

_____ Name, address and ID number of provider: _____

_____ Sales tax paid on the purchase of a brand new car

_____ Property taxes paid on your primary residence

_____ Student loan interest paid in 2011

You are either allowed to take the total amount of your itemized deductions or the standard deduction. If you have itemized your deductions in the past or if you want me to check and see if itemizing your deductions will cause you to pay less in taxes then please give me:

All of the medical expenses you incurred broken down into:

- Prescription medicines and drugs _____
- Doctor, dentist, specialists, nurses, etc _____
- Hospitals & nursing homes _____
- Health insurance premiums _____
- Long term care premiums _____
- # of medical miles driven _____
- Other, please explain _____
- Real estate taxes paid on a secondary home in 2011 _____

Cash contributions to charities (or send receipts, donation letters, or cancelled checks)

Name _____	Date _____	Dollar Amount _____
Name _____	Date _____	Dollar Amount _____
Name _____	Date _____	Dollar Amount _____

Non-cash contributions to charities, (or send receipts with description of items donated)

Name _____	Date _____	Dollar Amount _____
Name _____	Date _____	Dollar Amount _____
Name _____	Date _____	Dollar Amount _____

Number of Charitable miles driven _____

Required expenses you incur for work such as uniforms, tools, etc. _____

Expenses associated with your investments (broker fees, commissions, etc.) _____

Union and professional dues _____

All gambling losses incurred in 2011 _____

Safe Deposit Box fees _____

Please send me an email at mary@bouchardcpa.com if you have any questions. I look forward to seeing you and I appreciate your business and the time it takes you to fill out this two page planner.

- If you have a business, please fill out the separate business income/expense planner that is downloadable on my website.
- If you deduct vehicle expenses, or have rental properties, please download the appropriate organizer from my website.