

2011 TAX ORGANIZER

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General Questions

Deductions	Page	Yes	No	???
Did you make gifts of property (clothing, furniture, etc.)?	11			
Did you adopt a child in 2011? The cost may qualify for a tax credit.				
Did you take a weight-loss program as directed by your doctor?	8			
Energy-saving home improvements may qualify for a 30% tax credit. Did you purchase new skylights, windows, outside doors, furnace, water heaters or air conditioner?				
If self-employed, did you pay any health insurance premiums? These may be deductible even if you don't itemize your other medical expenses.	8			
Did you make any contributions to HSA (Health Savings Account)?				
Did you incur any qualified educator expenses?				
Did you move your home 50 miles or more and either take a new job or transfer your old job there?				

Education Spending		Yes	No	???
Post-secondary education? - 2 tax credits & deductions for tuition are available	14			
Student loan interest deductible for first five years of required payments	10			
U.S. Savings Bonds interest may be exempt from tax if used for higher education.	8			
Did you contribute to your state's tuition plan?	14			

Hybrids, Deductible Uses of Vehicles		Yes	No	???
Did you use your auto for your job? Mileage rate is 50 cents per mile	15			
Did you use your auto for charitable work? Mileage rate is 14 cents per mile	11			
Did you use your auto for medical treatments? Mileage rate is 16.5 cents per mile	8			
Did you purchase a 'clean fuel' or hybrid vehicle? Make and model?				

IRAs and Other Retirement Plans		Yes	No	???
Did you or will you be contributing to an IRA for 2011?	16			
Did you rollover an IRA last year? Or Convert to a Roth IRA?	16			
Did you receive a pension, profit sharing or IRA distribution?				
If so, did you use any of the funds for medical expense or to buy a first home?				

Income and Losses		Yes	No	???
Did you receive or pay alimony to an ex-spouse?	18			
Do you have any stocks or loans that became worthless in 2011?	7			
Did you buy or sell your home this year? Was your gain more than \$250,000?				
Did you have foreign source income?				
Did you give gifts or receive gifts in excess of \$13,000 per donee?				
Do you expect a large fluctuation in your income or income tax withholdings next year?				

Other Stuff		Yes	No	???
Do you want any overpayments refunded to you?				
Did you receive any correspondence concerning your prior year's income tax returns? (If so, please enclose a copy.)				

Signature		Yes	No	???
To the best of my knowledge the responses I have entered are correct and include all income, deductions and other information necessary for the preparation of this year's income tax for which I have adequate contemporaneous records?				

A Quick Summary of Prior Years' Tax Returns

	2008	2009	2010
Gross Income:			
Wages and salaries			
Interest and dividends			
Business income			
Sale of assets - gain or loss			
Pension and IRA distributions			
Rents, royalties, etc.			
Unemployment and taxable social security			
Other income			
Total gross income			
Adjustments to income			
Adjusted gross income			
Itemized or Standard Deductions:			
Medical expense deduction			
Taxes			
Interest			
Contributions			
Miscellaneous deductions			
Other itemized deductions or standard deduction			
Total deductions			
Exemptions			
Taxable Income			
Taxes:			
Federal income tax			
Alternative minimum tax			
Other taxes			
Total Taxes			
Credits and Payments:			
Credits			
Withholding			
EIC and additional Child Tax Credit			
Estimated tax payments			
Other payments			
Total credits and payments against tax			
Tax liability after credits			
Other amounts due			
Refund or (Balance Due)			
Federal marginal tax bracket	0%	0%	0%

General Information

Names & Addresses, Social Security Numbers and Occupations

Name
Social Security #
Occupation
Date of birth

Spouse's Name
Social Security #
Spouse's Occupation
Date of birth

Address
e-mail address
Phone number
This is home? work? cell?

Address (if different)
e-mail address
Phone number
This is home? work? cell?

Your Dependents

Name
Full time student?
Date of birth
Months lived with you
Relationship
Social security #
Income over \$950?

Name
Full time student?
Date of birth
Months lived with you
Relationship
Social security #
Income over \$950?

Name
Full time student?
Date of birth
Months lived with you
Relationship
Social security #
Income over \$950?

Name
Full time student?
Date of birth
Months lived with you
Relationship
Social security #
Income over \$950?

Comments:

Comments:

Income From Wages, Pensions and Investments

Upload site: <https://www.ms-cpa.com/webfileshare/fileshare.asp>
 (Please bring, mail, upload or fax your W2s so we can review.)

Income From Wages

	Current Yr	Prior Yr
Employer Name		
Taxable Wages		
Soc Sec Wage		
Federal Tax		
State Tax		
Local Tax		

	Current Yr	Prior Yr
Employer Name		
Taxable Wages		
Soc Sec Wage		
Federal Tax		
State Tax		
Local Tax		

	Current Yr	Prior Yr
Employer Name		
Taxable Wages		
Soc Sec Wage		
Federal Tax		
State Tax		
Local Tax		

	Current Yr	Prior Yr
Employer Name		
Taxable Wages		
Soc Sec Wage		
Federal Tax		
State Tax		
Local Tax		

Retirement Income: IRA Distributions, Pensions and Annuities

Retirement Plan or IRA Account	Current Yr Income	Amount Rolled Over	Income Taxes Withheld	Prior Yr Income	Prior Yr Withheld
Social Security					
Social Security				-	-

Comments:

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Interest and Dividend Income

<http://www.ms-cpa.com/organizer.html>

Interest income

	Current Yr	Prior Year	Current Yr	Prior Year	Current Yr	Prior Year
Name of payer						
Interest income						
Withdrawal penalty						
US Interest						
Federal tax withheld						
Foreign tax withheld						
Tax-Exempt Interest						
Other						

Name of payer						
Interest income						
Withdrawal penalty						
US Interest						
Federal tax withheld						
Foreign tax withheld						
Tax-Exempt Interest						
Other						

Dividend income

	Current Yr	Prior Year	Current Yr	Prior Year	Current Yr	Prior Year
Name of payer						
Ordinary dividends						
Qualified dividends						
Capital Gain						
Nontaxable dividends						
Federal tax withheld						
Foreign tax withheld						
Other						

Name of payer						
Ordinary dividends						
Qualified dividends						
Capital Gain						
Nontaxable dividends						
Federal tax withheld						
Foreign tax withheld						
Other						

Refunds, Unemployment, Securities, Other Income

<http://www.ms-cpa.com/organizer.html>

Description	2011 Amount	2010 Amount
State and local tax refunds		
Unemployment compensation (Form 1099-GOV)		
Tips not reported to your employer (Form 4137)		
Child support		
Director fees		
Jury duty		
Gambling income		
Worker's compensation		
Veterans benefits		
Lawsuits or judgments you received		
Alimony (see page 15)		

Sales of Stocks, Bonds and Other Capital Gains and Losses

From sales of stocks, bonds, mutual fund withdrawals, real estate, etc.

Description (e.g. Company & # of shares)				
Date Acquired				
Date Sold				
Sales Price				
Cost or other basis				

Description (Company & # of shares)				
Date Acquired				
Date Sold				
Sales Price				
Cost or other basis				

Did you sell property located in Colorado and held more than five years?	Yes []	NO []
--	---------	--------

	Total Short-Term	Total Long-Term	Carry forward Short-Term Loss	Carry forward Long-Term Loss
Unused gains and losses from last year				

Comments:

Itemized Deductions

<http://www.ms-cpa.com/organizer.html>

- (1) If you had to withdraw funds from an IRA, HSA or MSA account to pay medical expenses, please let us know and complete the section at the bottom of this page.
- (2) Weight-loss programs to treat a medical condition qualifies.
- (3) Stop smoking classes also qualify as medical expenses.

Medical Expenses (Must Exceed 7-1/2% of Your Income)

	2011 Amount	2010 Amount
Health insurance (health, dental or cancer)Taxpayer		
Health insurance (health, dental or cancer)Spouse (include amounts withheld by your employer after tax)		
Qualified long term care contracts(Taxpayer)		
Qualified long term care contracts(Spouse)		
Medicare premiums		
Examples of deductible medical costs:		
Prescription drugs & insulin		
Fees for doctors/ dentists/ nurses		
Fees for hospitals		
Lab and x-ray fees		
Eye glasses and contact lens		
Auto mileage seeking medical care (16.5 cents per mile)		
Lodging for medical purposes (more then 50 miles from home) Maximum deduction for medical travel is \$50 per day.		
Weight-loss programs taken as directed by your doctor		
Other:		
If you were reimbursed for any of these expenses, how much?		

	2011 Amount	2010 Amount
Health saving and Medical saving account contributions		-
Withdrawals from HSA and MSA accounts during the year		-

Comments:

Income Taxes, Property Taxes, Other Taxes

<http://www.ms-cpa.com/organizer.html>

	2011 Amount	2010 Amount
Real estate taxes		
(a) on your residence		
(b) other real estate taxes		
Other Taxes		
Personal property and auto ownership taxes		

Federal Tax Payments	Date Paid	Amount Paid
2010 tax overpayment - Applied to 2011		
Overpayment from 2010 applied to 2011	applied	
2011 Tax Payments		
2011 tax - Estimate #1 due April, 15, 2011		
2011 tax - Estimate #2 due June, 15, 2011		
2011 tax - Estimate #3 due Sept., 15, 2011		
2011 tax - Estimate #4 due Jan., 15, 2012		

State Tax Payments	Date Paid	Amount Paid
2009 tax - Paid in 2010 and deductible on 2010 Federal Return		
2010 tax - Paid with the return in 2011		
2010 tax - State Tax Estimate #4 (if paid in 2011)		
Overpayment from 2010 applied to 2011		
2011 Tax Payments		
2011 tax - Estimate #1 due April, 15, 2011		
2011 tax - Estimate #2 due June, 15, 2011		
2011 tax - Estimate #3 due Sept., 15, 2011		
2011 tax - Estimate #4 due Jan., 15, 2012		

City or Other Tax Payments	Date Paid	Amount Paid
City tax payments		
Other income tax payments:		

Interest Paid

Your Residence, Vacation Home, Student Loans and Investments

<http://www.ms-cpa.com/organizer.html>

Residential Mortgage Interest - 1st & 2nd Homes	2011 Amount	2010 Amount
Home mortgage interest paid to financial institutions		
Include first and second mortgages		
Home mortgage interest paid to individuals		
List name and address of individuals below:		
Did you suffer a foreclosure this year?		
Did you re-fi this year?		
Points paid		
Did your mortgage balance exceed \$100,000?		
(If no, skip the remaining questions)		
At any time during the year did your total mortgage debt exceed		
what you paid for your home including improvements?		
Mortgage interest deduction is limited to the interest on:		
Acquisition debt of up to \$1,000,000 plus home improvement debt of up to \$100,000		

To qualify as a second home, the shelter must be lived in by you or a member of your family for at least two weeks during the year and provides facilities for sleeping, sanitation and cooking.

Investment and Student Loan Interest Paid

(Loans Used to Buy Stocks, Partnership Interests, Other Investments)

	2011 Amount	2010 Amount
Investment interest paid to:		
Unused investment interest from last year		
Student loan interest (you must have a Form 1099E)		
(Deduction for first five years and subject to income limits.)		

Comments:

Contributions - Non-Cash

<http://www.ms-cpa.com/organizer.html>

Complete This Page When Your Total Non-Cash Contributions Exceed \$500

For Donated Vehicles Over \$500 - Charity must provide a statement of the car's value (Form 1098-C)

Date of Contribution	
Approx. Date(s) Acquired	
Your Cost or Basis	
Approx. Market Value	
How acquired, e.g. Purchased	
Method of determining Fair Market Value, e.g. "Thrift Store Value"	
Description of Property - Comments	
To Whom Donated (Name and Address)	

Date of Contribution	
Approx. Date(s) Acquired	
Your Cost or Basis	
Approx. Market Value	
How acquired, e.g. Purchased	
Method of determining Fair Market Value, e.g. "Thrift Store Value"	
Description of Property - Comments	
To Whom Donated (Name and Address)	

Date of Contribution	
Approx. Date(s) Acquired	
Your Cost or Basis	
Approx. Market Value	
How acquired, e.g. Purchased	
Method of determining Fair Market Value, e.g. "Thrift Store Value"	
Description of Property - Comments	
To Whom Donated (Name and Address)	

Date of Contribution	
Approx. Date(s) Acquired	
Your Cost or Basis	
Approx. Market Value	
How acquired, e.g. Purchased	
Method of determining Fair Market Value, e.g. "Thrift Store Value"	
Description of Property - Comments	
To Whom Donated (Name and Address)	

Miscellaneous Itemized Deductions

<http://www.ms-cpa.com/organizer.html>

(Most are only deductible when the total exceeds 2% of your income.)

	2011 Amount	2010 Amount
Amount your employer reimbursed for these expenses		
Auto expenses (see next page for required information)		
Parking fees		
Other		
Business gifts		
Education (see HOPE and Life-Time Learning Credit page)		
Home office expenses		
Trade publications		

Additional Employment Expenses	2011 Amount	2010 Amount
Union and professional dues		
Liability insurance		
Uniforms and protective clothing		
Cellular phone and pager		
Other		
Teacher's classroom expenses not reimbursed (\$250 maximum)		

Investment Expenses	2011 Amount	2010 Amount
Attorney or accounting fees		
Clerical or office rent		
Investment counsel and advisory fees		
Safe deposit box rent		

Other Miscellaneous Deductions	2011 Amount	2010 Amount
Tax Preparation fees		
Gambling losses		
Estate tax on income with respect to a decedent		

	2011 Amount	2010 Amount
Union dues		
Subscriptions to professional magazines		
Cost of medical exams required by employer		

Education IRAs - Education Tax Credits
<http://www.ms-cpa.com/organizer.html>

Coverdell IRAs & State 529 Tuition Plans

Coverdell Education Savings Account payment (up to \$2,000)	
Contributions to a State Tuition Program? Which state and how much?	

**Student Tuition Qualifying for Credit
 And Other Education Expenses**

Credits Are Phased Out Based on Income.

A. Life Time Learning Credit covers work related classes, whether college classes or not.
 B. HOPE Credit covers first two years of college courses.
 C. The American Opportunity Credit replaces the HOPE credit and may be taken for four years.
 D. Neither credit can be taken if expenses were paid with student grants or scholarship.
 E. Same taxpayers over the income limit for claiming the credit qualify instead for a deduction from income. Work related education may qualify as a deduction when the credits are not available to you.

A. Student's name:	
1. Tuition and fees for education	
2. Other education expenses (books, supplies, etc.):	
3. Scholarships and grants during the year	
4. What year of school was the student in on January 1st?	
5. Carried a course load of at-least one-half of the normal full time workload?	
6. HOPE Credit taken in prior years	

B. Student's name:	
1. Tuition and fees for education to improve or maintain work skills	
2. Other education expenses (books, supplies, etc.):	
3. Scholarships and grants during 2010	
4. What year of school was the student in on January 1st?	
5. Carried a course load of at-least one-half of the normal full time workload?	
6. HOPE Credit taken in prior years	

Comments:

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Auto Expenses
Vehicles Used in Business or by Employees
<http://www.ms-cpa.com/organizer.html>

General Auto Expense Questions	Vehicle #1	Vehicle #2	Vehicle #3
Vehicle year			
Vehicle make			
Vehicle model			
Used by taxpayer or spouse?			
Used in what business or for what employment position?			
Do you have evidence to support your deduction?			
If yes, is evidence written (mileage logs, calendar, date book)?			
Enter date purchased, leased, or placed in service			
Total miles vehicle was driven during 2011			
Total business miles in 2011			
Average daily round trip commuting distance			
Total commuting miles in 2011			
Other personal miles in 2011			
If you LEASE the vehicle: Lease period in months			
The original cost of vehicle (fair market value if leased)			
Date sold (if applicable)			
Proceeds from sale (if applicable)			

Vehicle Expenses Allowable in addition to other (including per mile) expenses	Vehicle #1	Vehicle #2	Vehicle #3
Parking fees, tolls			
Other expenses (describe)			

Vehicle Expenses Allowable (In Place of Mileage Rate)	Vehicle #1	Vehicle #2	Vehicle #3
Taxes and license plates			
Gas			
Repairs			
Insurance			
Lease or rental payments			
Other expenses (describe)			

Employer reimbursements received	Vehicle #1	Vehicle #2	Vehicle #3
Amount included on W-2			
Other amounts reimbursed			

Retirement & IRA Plans and Alimony

https://www3.tiaa-cref.org/iracalcs/eligibility_calc.jsp

<http://www.ms-cpa.com/organizer.html>

IRAs and Retirement Accounts Payments (Show distributions on page 5)

Type of retirement account/plan:	Taxpayer	Spouse
Regular IRA		
Roth IRA		
Non-Deductible IRA		
SEP/IRA		
Keogh		

Desired contribution for this year:	Taxpayer	Spouse
Take the maximum?		
Flat amount?		
Help me decide?		
Were you covered by a pension plan were you work?		

Alimony or Legal Separation Payments Made

	2011 Amounts	2010 Amounts
Amount you PAID to your ex-spouse		
Amount you RECEIVED from your ex-spouse		
Name of your ex-spouse		
Ex-spouse's social security number:		

Comments:

Business Investments

<http://www.ms-cpa.com/organizer.html>

List of Assets Used in Business or Held for Rent

Please list any changes from your last year's tax return.

Description	Date Acquired	Date Sold	Cost	Sales Price

Partnerships, S Corporations, Estates & Trusts As Reported to You on a Schedule K-1

Attach K-1 forms you receive from partnerships, S Corporations, estates and trusts

Name of Business	I.D. Number	2011 Amount	2010 Amount
-			
-			
-			
-			
-			
-			
-			

Comments:

Business Income & Expenses

<http://www.ms-cpa.com/organizer.html>

Operated by whom?	
Business name	
Address	
Type of business?	

Income From Sales	2011	2010
Gross sales & receipts		
Returns and allowances		
Credit card payments received		
OTHER INCOME		

Cost of Goods Sold	2011	2010
Inventory at start of year		
Purchases		
Amount of personal use		
Cost of labor		
Materials and supplies		
Other direct costs (describe)		
Inventory at end of year		

Home Office	2011	2010
Interest		
Real estate taxes		
Utilities, electric, gas		
Repairs and maintenance		
Property insurance		
Other home / office		

Home Office	2011	2010
Depreciation		
Area of home used		
Total home area		
For Day Care: Hours used		
For Day Care: Total hours		

Operating Expenses	2011	2010
Advertising		
Car expense (See auto expenses page)		
Commissions		
Contract labor		
Depreciation		
Employee benefits		
Insurance (Other than your health insurance)		
Mortgage interest		
Other interest		
Legal & professional		
Office expense		
Pension plans		
Rent on equipment		

Operating Expenses	2011	2010
Rent on other property		
Repairs & maintenance		
Supplies		
Taxes and licenses		
Travel		
Meals & entertainment		
Telephone and utilities		
Wages		
Office in home (see above)		
-		
-		
-		
-		

Comments:

Rental & Royalty Income and Related Expenses

<http://www.ms-cpa.com/organizer.html>

	Property #1	Property #2	Property #3
Description of property			
Location of property			
Days occupied by you, if any?			
Total days available for rent?			
If not rented for the entire year...			
Date you began renting			
or day you stopped renting			

	Property #1		Property #2		Property #3	
	2011	2010	2011	2010	2011	2010
Rent or royalty income						

Advertising						
Auto expense (see below)						
Cleaning & maintenance						
Commissions						
Insurance						
Legal & professional fees						
Management fees						
Mortgage interest						
Points paid for mortgage						
Other interest						
Repairs						
Supplies						
Taxes						
Utilities						
Wages and salaries						
HOA dues						
Depreciation						
Meals & entertainment						

Comments:
