

2012 INDIVIDUAL TAX CHECKLIST

PRIOR YEAR TAX RETURN (new client only)

2009 2010 2011
Any changes on prior years returns
Notification from the IRS and state tax agencies

PERSONAL INFORMATION

check here if there are no changes from last year
check if your marital status changed during tax year
check if your dependents changed
Taxpayer Spouse
Taxpayer DOB SSN Occupation Citizen/Residence Legally blind dependent of other
Current Address:
Phone: Email:

RESIDENCE CHANGE

If different from the address on last return
Address From to

MARTIAL & FILING STATUS

Marital status as of 12/31/2012:
Did you live with your spouse during tax year?
Filing status: S MFJ MFS W HOH

DEPENDENTS (Provide SSN for all dependents)

Children Dependents # months self
Name Relation DOB SSN In home support

Other Dependents

Name Relation DOB SSN # months Gross support %
In home income by you

CHILD OR DEPENDENT CARE COSTS

(break down amounts paid per child)
Dependent amount paid provider Addr. tax ID

EARNED INCOME CREDIT (8867 CHECKLIST)

If you have more than two qualifying children, only list the youngest ones. You do not need to claim children as dependent for exemption.
Name DOB SSN relationship full-time Marrid month
Student /MFJ #

Was taxpayer a NR for any part of the tax year? Yes No
Are you a qualifying child of another taxpayer? Yes No
Do you and spouse have valid social security cards? Yes No
Are you Married Filing Separately? Yes No
Is the taxpayer filing form 2555 or 2555-EZ? Yes No
Is taxpayer's main home (and spouse's if MFJ) in US? Yes No

EDUCATION COSTS

Student name
Yeas of study
Tuition/fee (1098-T)
Book and supply
Board/rooms
Other

Tax-free scholar/grant
Qualified education saving distribution (1099-Q)
Student loan interest paid (1098-E)
Withdrawal from education IRA

INCOME INFORMATION

For federal income tax purposes, "gross income" means all income from whatever source derived under section 61, unless the taxpayer can establish that it is specifically exempted or excluded.

Salaries from employment (all W-2s)
Stock options granted or excised
Interest income (Form 1099-INT/OID)
Dividend income (Form 1099-DIV)
Capital gain distribution
Capital gains and losses (Form 1099-B)
Income from self-employed/business (schedule C)
Rental income and expense (schedule E)
Partnerships, S corp., trust/estate (schedule K-1)
Pension/retirement plan distributions (Form 1099-R)
HAS/MSA distribution
Unemployment compensation (Form 1099-G)
State and local tax refunds (Form 1099-G)
Gambling or lottery winning/loss (Form 1099-G)
Social Security Benefits (Form SSA-1099)
Cancellation of debt (COD) (Form 1099-C)
Miscellaneous income (Form 1099-MISC)
Prizes and Awards (W-2G)
Jury duty
Hobby income and expenses
Other income:

IRA CONTRIBUTIONS & DISTRIBUTIONS

Taxpayer spouse
Lump sum distribution from employer
Lump-sum treated since 1986
Qualified plan to IRA
Keogh/SEP/SIMPLE IRA
Traditional RA into Roth IRA
Qualified plan coverage
Deductible IRA contribution
Contribution for nonworking spouse
Nondeductible contribution
Rollover/Conversion

DEDUCTIONS

Check the following deduction list carefully and from your canceled check, paid invoice or other records, determine your deductible expenditure for the tax year. Enter items you think are deductible that do not appear on the list so it can be determined whether they are deductible. Keep all records for these deductions at least 3 years after filing tax return.

Medical/Dental Expenses (over 7.5% AGI)
Health Insurance Premiums
Long-term care insurance premium
Out of pocket medial expenses
Prescribed Medical Equipment & supplies

Doctor, dentists, nurses _____
Travel/lodging/meal for medical care _____
Healthcare reimbursement _____

Interest You Paid

Loan and Refinance Statement seller financed-loan _____
Name _____ Address _____ SSN _____
Mortgage interest paid for 1st & 2nd residence (1098) _____
Points paid for mortgage loan _____
Home Equity Line/Loan interest paid _____
Mortgage insurance premiums _____
Investment interest expense _____

Taxes Paid

State/local income tax paid (not withheld) _____
Real estate taxes _____
Personal property tax _____
Auto registration and license _____
State Sales tax (for instead of income tax purpose) _____
Foreign income taxes _____

Charitable Contributions

All cash contributions require substantiation. \$250 or more at one time require written acknowledge from the charitable organization. The information must be obtained prior to filing your return.

Table with 4 columns: Name of organization, item, Date, value. Includes a second table with columns: Name of organization, activity performed, mileage, out of pocket.

Casualty and Theft Losses

Description of property _____
date acquired _____ cost or basis _____
Describe how and what happened _____
Insurance reimburse _____
FMV-before _____ FMV-after _____
Appraisal fees if applicable _____
Presidentially declared disaster areas _____

Un-reimbursed employee expenses

Overnight travel while on business (worksheet) _____
Uniform and special clothing (costs & upkeep) _____
Safety equipment _____
union or professional association dues _____
Work-related license _____
Professional publications and books _____
Salesman expenses _____
Supplies - receipts or bills _____
Small tools and supplies _____
Telephone _____
Home office expenses (worksheet) _____
Employee auto expenses (worksheet) _____
Parking & toll fees receipts _____

Job-related Continuing Educational Expenses

Tuition and fees _____
Book and supplies _____
Transportation receipts _____
Lodging receipts if you take classes away from home _____
Parking and toll _____

Job Hunting Expenses

Career counseling costs _____
Resume costs (printing, mailing etc.) _____
Long-distance call bills _____
Transportation and mileage records _____
Employment agency fees _____
Moving expenses related to job _____

Investment Expenses

Safe deposit box _____
Investment consulting fee _____
Book/journals/ newspapers for investments _____
Phone, postage, supplies for investments _____
IRA and KEOGH fees paid separately by you _____

Other Miscellaneous deductions

Early withdrawal penalties on CDs _____
Educator's out of pocket expenses _____
Tax return preparation expenses and fees _____

OTHER

Residence home purchase/sale (HUD-1) Statement for 1st time homebuyer credit _____
Gain or loss from sale of property-1099-S _____
Installation payments on property sales _____
Foreign earned income & living expense _____
Foreign bank accounts and other assets _____
Alimony paid or received (payee's SSN _____) _____
Unearned income for minor children _____
Disabled payment _____
Tips not reported on W-2 _____
Self-employed Health Insurance _____
Worthless securities or uncollectible debts _____
Residential Energy Efficient Property Credit _____
Qualified plug-in hybrids and electric car credit _____

CARRYOVER FROM PRIOR YEAR

Capital loss _____
Charitable contribution _____
Passive activity loss _____
Investment interest _____
Home-office deductions _____
AMT credit _____

OTHER TAXES

Self-employment tax _____
Household employment tax _____
Soc. Sec. Tax on Tips _____
Additional tax on qualified retirement plans & IRA _____
Alternative Minimum Tax (AMT) _____

TAX PAYMENTS

Last year overpay applied Federal State local _____
Estimated tax: date _____

Amount paid w/ extension _____
TOTAL _____

DIRECT DEPOSIT INFORMATION

Account type: _____
Bank Routing Number _____
Bank Account Number _____

ADDITIONAL FORMS

You are required to file 8938 with your return if you have "Specified Foreign Financial Assets" in excess of certain levels. You still need to file TD F 90-22.1 or 5471 as required. If you received a gift/bequest over \$100,000 from a non-U.S. person, if you received a gift from non-U.S. person in excess of \$14,375, or if you gifted more than \$13,000 to any person, an additional filing is required separate from your tax return

E-FILING

SIGNATURE

I (we) certify that all the information listed is correct and complete to the best of my/our knowledge.

(Taxpayer's signature) (Date)