

2011 CLIENT QUESTIONNAIRE ATTACHMENT

THIS ATTACHMENT TO THE ENGAGEMENT LETTER IS USED TO PROCESS THE PREPARATION OF YOUR RETURN. PLEASE ANSWER ALL QUESTIONS. FAILURE TO ANSWER WILL BE TREATED AS A “NO” RESPONSE AND BLANK AMOUNTS WILL BE TREATED AS ZERO AMOUNTS.

Checklist:		
Complete the following checklist of common items that are used to prepare your individual tax return. Please indicate the quantity of the items that pertain to your return.		
		Quantity
Items of Income:	Compensation – Wages/Salary (W-2s)	
	Interest Income (1099-INTs)	
	Dividend Income (1099-DIVs)	
	Capital Gains/Losses (1099-Bs and Realized Gains/Loss Statements)	
	Sale of Real Estate (1099-Ss, Settlement Sheets, Cost Basis)	
	Self Employment /Business Income (1099-MISCs and Associated Expenses)	
	Rental Real Estate Income (1099-MISCs and Associated Expenses)	
	Partnership, S-Corporation, Trust/Estate Income (K-1s)	
	State/Local Tax Refunds (1099-Gs)	
	IRA and Pension Income (1099-Rs)	
	Social Security Benefits (1099-SSAs)	
	Alimony and Unemployment Compensation (1099-Gs)	
	Long-term Care (1099-LTCs)	
	Cancellation of Debt Income (1099-Cs)	
	Gambling Income (1099-MISCs or W-2Gs)	
	Other Income: List	
Income Adjustments:	Self-Employed Health Insurance (1099- SAs)	
	IRA/SEP Contributions	
	Tuition Expenses Paid (1098-Ts)	
	Tuition Plan Contributions/Withdrawals (1099-Qs)	
	Student Loan Interest Paid (1098-Es)	
	Other Adjustments: List	
Items of Deductions and Credits:	Medical Expenses	
	Real Estate Taxes (1098s or Real Estate Tax Bills)	
	Mortgage Interest (1098s)	
	Investment Interest Expense	
	Charitable Contributions	
	Unreimbursed Business Expenses	
	Other Deductions: List	
	Child and Dependent Care Expenses	

Other Credits: List			
Please provide any additional tax documentation, so that we may accurately include all taxable income you may have received throughout the year. If you are uncertain, provide the information and we will determine the tax impact.			
Personal Information:			Y N e o s o
Were you married, divorced, or widowed at any time during the year?			
If you are married, do you and your spouse want to file separate returns?			
Did your address change during year?			
If yes, please provide your new address, home phone number, cell phone number, and email address in the sections below:			
Address:			
Email:			
Cell phone:			
Home phone:			
Dependents:			Y N e o s o
Can you or your spouse be claimed as a dependent by another taxpayer?			
Were there any changes in dependents from the prior year? The determination of whether another individual may be claimed as a dependent can be complex. If you have any question about the exemption in respect of another person, please complete the Dependency Determination Schedule attached to this Questionnaire.			
If yes and adding a dependent, please provide the following information. If more than one addition, please include on a separate attachment.			
Name:			
Social Security No.:			
Date of Birth:			
No. of Months Living at Residence:			
If yes and removing a dependent, please identify below. If more than one deletion, please include on a separate attachment.			
Name:			
Did you pay for childcare or other qualifying care for a dependent (such as a parent) while you worked or looked for work?			
If yes, please provide the following information:			
Provider's Name:			
Provider's Address:			
Social Security/EIN No.:			
			Amounts Paid in 2010: \$
Do you have any children under the age of 18 on 1/1/12 or under the age of 24 on 1/1/12 and were full time students with wages, interest, or dividend income over \$950, or who have sold any stock in 2011?			
If yes, do you want us to prepare their return(s)?			
Did you adopt a child or begin adoption proceedings during 2011?			

Schedule A - Itemized Deductions Information:		Y	N
		e	o
		s	s
Are you claiming a deduction for mortgage interest expense and real estate taxes paid on your personal residence or second home? (Defined as a dwelling that provides basic living accommodations such as sleeping space, toilet, and cooking facilities.)			
If yes, please provide all 1098 mortgage interest statements and all real estate tax bills for 2011.			
If all real estate taxes paid are not reported on a 1098, please provide all real estate tax bills for 2011, or indicate the amount in the space provided. Amount Paid in 2011:		\$	
Are you claiming a deduction for mortgage interest paid to a financial institution, for which someone else received the Form 1098?			
If yes, please provide the following information:			
Individual's Name:			
Social Security/EIN No.:			
Amounts Paid in 2011:		\$	
Are you claiming a deduction for mortgage interest paid to an individual or other non-financial institution and did not receive the Form 1098?			
If yes, please provide the following information:			
Lender's Name:			
Social Security/EIN No.:			
Amounts Paid in 2011:		\$	
For contributions made with cash, credit cards, or checks to a charitable organization, do you have receipts substantiating the amount given? Receipts are required regardless of the dollar amount, even for as little as a \$1 contribution.			
If yes, what is the amount of cash contributions?		\$	
For each contribution of clothing and household goods made to a charitable organization valued at any amount, are these items in good condition or better and do you have a receipt substantiating the value of these items?			
If yes, what is the total value of the clothing or household items given?		\$	
Schedule A - Itemized Deductions Information (cont.):		Y	N
		e	o
		s	s
If yes, please provide the following information (if more than one contribution, please attach a separate sheet):			
Name of Charity:			
Address of Charity:			
Amount Given in 2011:		\$	
Have you made any other types of charitable contributions (such as appreciated property)?			
If yes, please provide details:			
Did you make a contribution to Haitian Relief in January 2011 that you claimed on your 2010 Federal Income Tax Return?			
If yes, please exclude from the cash contributions scheduled above.			
Did you incur any casualty or theft losses during the year?			
If yes, provide the following details:			
Description of Loss:			
Property on Which Loss			

Occurred:			
	Amount of Loss in 2011:	\$	
	Amount Reimbursed by Insurance in 2011:	\$	
Did you pay union or professional dues?			
	Amount Paid in 2011:	\$	
Did you incur uniform costs?			
	Amount Paid in 2011:	\$	
Did you have un-reimbursed business expenses such as supplies, travel, or meals and entertainment?			
Descriptions:			
	Amounts Paid in 2011:	\$	
Do you have un-reimbursed business automobile expenses?			
Automobile expenses need to be substantiated with mileage logs and trip sheets for each trip. Commuting miles between your home and a fixed work location are not considered deductible. Can you substantiate your automobile expenses with the required supporting documentation?			
If yes, please provide the following information:			
Auto Make, Model, and Year:			
Date Placed in Service:			
Mileage From January 1, 2011 to December 31, 2011:			
Total Miles Driven:		Total Business Miles Driven:	
Do you have any gambling losses (to the extent of gambling winnings)?			
Gambling losses need to be substantiated with contemporaneous gambling logs or other documentation. Can you substantiate your gambling losses with the required supporting documentation?			
	Amount of Loss in 2010:	\$	
Schedule B - Interest and Dividend Income:			Y N e o s
Did you receive dividend income on shares of stock that you did not own for at least 61 days during the 121-day period beginning 61 days before the ex-dividend date?			
Did you have any tax-exempt income?			
Schedule C - Self-Employment/Business Income and Expenses:			Y N e o s
Did you start, continue or dispose of a business activity during the past year? If yes, please discuss the matter with one of our tax managers.			
If yes, please provide a list of your related business revenue and expenses (including health insurance), any newly acquired business assets, and assets that were disposed of in 2011.			
Were you or your spouse eligible to be covered under an employer's health plan at another job?			
If yes, how many months were you covered?			M ont hs:
Did you use any part of your personal residence as a home office?			
Do you have un-reimbursed business automobile expenses?			

Schedule C - Self-Employment/Business Income and Expenses (cont.):			Y	N
Automobile expenses need to be substantiated with mileage logs and trip sheets for each trip. Commuting miles between your home and a fixed work location are not considered deductible. Can you substantiate your automobile expenses with the required supporting documentation?				
If yes, please provide the following information:				
Auto Make, Model, and Year:				
Date Placed in Service:				
Mileage From January 1, 2011 to December 31, 2011:				
Total Miles Driven:		Total Business Miles Driven:		
Schedule D - Capital Transactions:			Y	N
Did you sell any type of asset (rental real estate, vacation home(s), land, securities, bonds, privately held corporations or partnerships, collectibles, etc.) and did not receive a Form 1099-B and/or Form 1099-S?				
If yes, please attach a statement of cost basis, dates of purchase, date of sale, and sales price.				
Did you receive grants of stock options from your employer, exercise any stock options granted to you, or dispose of any stock acquired under a qualified employee stock purchase plan?				
If yes, please provide support (statements/schedules from your employer).				
Did you have any debts canceled, forgiven, or refinanced during 2011?				
Schedule D - Principal Residence Transactions:			Y	N
Did you purchase a principal residence (a residence in which you lived more than 50% of the time) in 2011?				
If yes, please attach the closing statements.				
If yes, have you and/or your spouse owned a principal residence within three years of the purchase of your new principle residence?				
If the answer to the preceding question is no, have you or your spouse owned the same principal residence for five of the eight years preceding the purchase in 2010?				
Schedule D - Principal Residence Transactions (cont.):			Y	N
Have you refinanced a mortgage or taken out a home equity loan on your principal residence this year?				
Did you use any of the proceeds for any other purpose than improving your principal residence?				
Did you sell your principal residence in 2010? If no, go to the next section. If yes:				
Did you occupy the home as your principal residence for at least 2 years out of the 5-year period prior to the sale?				
Did you ever rent out this property?				
Did you ever use any portion of the home for business purposes?				
Have you or your spouse sold a principal residence within the last 2 years?				
At the time of the sale, the principal residence was owned by:		Taxpayer	Spo use	Bo th

Schedule E/F - Rental or Farm Income and Expenses:		Y	N
Did you purchase, continue or dispose of a rental or farm activity during the past year? If yes, please discuss the matter with one of our tax managers.			
If yes, please provide a list of your related rental or farm revenue and expenses, any newly acquired business assets, and assets that were disposed of in 2011.			
Schedule E - Income from S-Corporations, Partnerships or Trust/Estates:		Y	N
Did you purchase, continue or dispose of a privately held business activity during the past year in which you have or are to receive a Schedule K-1?			
If yes, please provide K-1 and discuss the matter with one of our tax managers.			
Are you or did you become during the past year a beneficiary of a trust or estate in which you have or are to receive a Schedule K-1?			
If yes, please provided K-1 and discuss the matter with one of our tax managers.			
IRA/Pension Contributions and Distributions:		Y	N
Did you or your spouse withdraw any amounts from your Individual Retirement Account (IRA), Roth IRA, or pension plan?			
If yes, was it to acquire a principal residence or pay for qualified higher education expense?			
Did you make a nondeductible contribution to a traditional IRA?			
If yes, indicate amount contributed:			
Did you or your spouse make a contribution to a retirement plan, 401k, SIMPLE, SEP, or IRA that is not reported on your W-2 or K-1?			
If yes, indicate the type of plan and the amount contributed:			
Taxpayer's Retirement Plan and Contribution Amount:		Spouse's Retirement Plan and Contribution Amount:	
Did you or your spouse contribute to a Roth IRA?			
If yes, indicate the amount contributed:			
Taxpayer's Contribution Amount:		Spouse's Contribution Amount:	
Did you or your spouse convert an existing IRA to a Roth IRA?			
If yes, indicate the amount converted:			
Taxpayer's Conversion Amount:		Spouse's Conversion Amount:	
Did you retire or change jobs in 2010?			
Did you or your spouse turn age 70 ½ (or were older than 70 ½) during 2010 and have money in an IRA or other retirement account without taking your required minimum distribution?			
Energy Credits:		Y	N
Did you purchase and place in operation to your home in 2011 any of the following:			
Insulation materials or systems that are specifically designed to reduce the heat loss or gain for a dwelling;			
Exterior windows (including skylights) and doors;			
Metal or asphalt roofs with appropriate pigmented coatings or cooling granules that are specifically and primarily designed to reduce the heat gain for a dwelling?			
Do you have manufacturers' tax credit certification statements?			

If so, what were the amounts paid in 2011, NOT INCLUDING labor costs for installation?		\$
Did you purchase and place in operation in your home in 2010 any of the following:		
An advanced main air circulating fan;		
A natural gas, propane, or oil furnace or hot water boiler with an annual fuel utilization efficiency rate of at least 95;		
An electric heat pump water heater, an electric heat pump, a central air conditioner, a natural gas, propane, or oil water heater;		
Biomass fuel stove that burns biomass fuel, including wood, to heat the home?		
Do you have manufacturers' tax credit certification statements?		
If so, what were the amounts paid in 2011, INCLUDING labor costs for installation?		\$
Did you purchase and place in operation any of the following:		
Property that uses solar energy to generate electricity for use in a dwelling unit;		
Property that at least half of the energy used by such property for the purpose of heating the dwelling is derived from the sun;		
Property that uses a wind turbine to generate electricity for use in a dwelling unit;		
Property that uses the ground or ground water as a thermal energy source to heat the dwelling unit or as a thermal energy sink to cool such dwelling unit;		
An integrated system comprised of a fuel cell stack assembly and associated balance of plant components that converts a fuel into electricity using electrochemical means?		
Do you have manufacturers' tax credit certification statements?		
If so, what were the amounts paid in 2011, INCLUDING labor costs for installation?		\$
Gifts:		Y N e o s
Did you or your spouse make any gifts, including birthday, holiday, anniversary, graduation, etc., with a total aggregate value in excess of \$13,000 to any individual during the year?		
Did you or your spouse assist in the purchase of any asset (auto, home, etc.) for any individual during the year?		
Did you or your spouse make any gifts to a trust for any amount during the year?		
Do you or your spouse have a life insurance trust?		
Did you or your spouse forgive any indebtedness to any individual, trust, or entity during the year?		
If yes, please explain:		
Education:		Y N e o s
Did you or your dependents incur any post-secondary education expense, such as tuition?		
If yes, indicate the dependent, the type of expenses and the amount paid:		
Dependent's name:		
Year of Post-Secondary Education:		

Type of Educational Expenses:				
Amounts Paid in 2011:				\$
Has the dependent student taken less than ½ of the normal full time workload in their course of study?				
Has the dependent student ever had a felony conviction for possessing or distributing a controlled substance?				
Did you or your spouse withdraw amounts from a Qualified Education Program (Section 529 plan) or Coverdell Education Savings Account that was not used for qualified higher education expenses?				
Did you or your spouse make any contributions to a Qualified Education Plan (Section 529 plan) or a Coverdell Educational Savings Account during 2011?				
Did you pay any student loan interest?				
Miscellaneous:				Y e s
Did you move to a different home because of a change in the location of your job?				
Did you or your spouse receive distributions from long-term care insurance contracts? If yes, include Form 1099-LTC.				
Did you purchase a new “hybrid” or alternate technology vehicle in 2011?				
Did you receive a punitive damage award or an award from damages other than for physical illness or injury?				
Did you receive any payments from insurance companies, legal settlements, disability payments, or other taxable income?				
Did you lose your job during 2011 because of foreign competition and pay for your own health insurance?				
Did you or your spouse have any transactions pertaining to a Health Savings Account (HSA) or Medical Savings Account (MSA) during 2011? If you received a distribution from an HSA or MSA, please attach Form 1099-SA.				
Miscellaneous (cont.):				Y e s
Were you or your spouse a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account, or other financial account in a foreign country? If yes, Form TD F 90-22.1 Report of Foreign Bank and Financial Accounts must be filed. Failure to file can result in penalties ranging from \$25,000 to \$100,000.				
2010 Federal, State and Local Estimated Tax Payments:				
	Date Paid	Federal Amount	State Amount	Local Amount
	2010 1st Qtr. ES – due 4-15-10			
	2010 2nd Qtr. ES – due 6-15-10			
	2010 3rd Qtr. ES – due 9-15-10			
	2010 4th Qtr. ES – due 1-17-11			

2011 Tax Planning:	Y	N
e	o	s
Refund Application: If you have an overpayment of 2011 taxes, do you want the excess:		
Refunded via a check in the mail?		
Refunded via Direct Deposit (attach voided check)?		
Applied to the 2012 estimated tax liability?		
Do you expect any of the following to occur in 2012:		
A change in your marital status		
A change in the number of dependents		
A substantial change in your income		
A substantial change in your withholdings		
A substantial change in your deductions		