

GENERAL INFORMATION SHEET

Trenda B. Hackett, CPA
2011 Tax Preparation Checklist
Call us toll-free at: 800-218-3011

1. Complete a taxpayer general information sheet and sign. If an items does not apply to you please indicate N/A.
2. If you are a new client, we will need a copy of 2010 tax return or a copy of the last tax return you filed.
3. Provide all of your tax statements that you receive in the mail. If you have not received your tax statements by January 31, 2012, contact the payor/payees to determine if they have been mailed.
4. Make available the items listed in the checklist below that are applicable to you. If an item on the check list is not applicable to you or if you have a question about an item please email or call our office.
5. Fax, email or mail information to our office (Fax: 866-683-5126; Email: info@trendahackettcpa.com).

Personal Data

- Photocopy of Social Security cards for self and others (including spouse and/or other dependents). Repeat customers only provide copy if dependents have changed from the previous year.
- Photocopy of birth certificate for all dependents (Repeat customers only provide copy if dependents have changed)
- Photocopy of drivers license
- Childcare providers: Name, address and Tax ID or Social Security number

Employment and Income

- W2 forms for the filing year
- Unemployment compensation: Form 1099-G
- Miscellaneous income including rent received: Form 1099-MISC
- Partnership, S Corporation and Trust income: Schedule K-1
- Pensions and Annuities: Form 1099-R
- Social Security Benefits: Form SSA-1099
- Railroad Retirement Benefits: Form RRB-1099
- Alimony received
- Jury duty pay
- Gambling and lottery winnings: Form W-2G
- Prizes and awards
- State and local income tax refunds: Form 1099-G
- Interest income statements: Form 1099-INT and 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from stock transactions: Form 1099-B
- Income from Cancellation of Debt: Form 1099-C
- Retirement plan distribution: Form 1099-R

Homeowner/Renter

- Residential address(es)
- Closing statement for purchase of home during 2009 or 2010
- Mortgage interest paid: Form 1098
- Sale of home or other real estate: Form 1099-S plus all records related to improvements or other expenses that may be taxable or reportable
- Second Mortgage interest paid
- Home Equity Line/Loan interest paid
- Real Estate taxes paid
- Moving expenses if related to work
- Receipts for repairs to your home or appliances purchased to make your home more energy efficient

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2011 Tax Preparation Checklist (cont.)

Self-employed (SE) information

- Business income: Form 1099-MISC and/or own records (Please indicate amount of income received from business on the "Business Information Sheet")
- Partnership SE income: Schedule K-1 (You should receive this from the Partnership)
- Business related expenses: (Please indicate amount of expenses on "Business Information Sheet")
- Farm related expenses: (Please indicate amount of expenses on "Business Information Sheet")
- Employment taxes and other business taxes paid: Payment records
- Retirement contributions
- Expenses for the business use of your home

Expenses

- Gifts to charity (as of 2006 a qualified written statement from the charity is required for any single donations over \$250)
- Unreimbursed expenses related to your job (e.g. uniforms, union dues, travel expenses, miles traveled and subscriptions)
- Unreimbursed expenses related to volunteer work
- Job seeking expenses
- Continuing education (job related)
- Investment expenses
- Medical savings accounts
- Adoption and/or childcare expenses
- Alimony paid: Social Security number
- Tax return preparation fees and expenses
- IRA/Keogh/401k and other retirement plan contributions
- Medical expenses: (List these expenses on information sheet)
- Casualty or theft loss: (List these expenses on information sheet)
- Student loan interest paid
- Auto loans and leases if the car is used for business (you will need to prove usage)
- Early withdrawal penalties on CDs and other time deposits
- Log books for miles and other expenses

Other

- Any correspondence or letters you have received from IRS.
- Any other items that you are not sure about that you would like your CPA to review
- Other Information attached:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

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Items you will need to have tax return prepared:

1. 2 forms of I.D. – One must be a picture I.D.
2. Copies of W-2(s) and 1099 forms received and any other records of income, deductions and credits
3. Social Security cards for all dependents claimed on the return

TAXPAYER'S FIRST NAME	M.I.	LAST NAME	SOCIAL SECURITY NO.	DATE OF BIRTH
SPOUSE'S FIRST NAME	M.I.	LAST NAME	SOCIAL SECURITY NO.R	DATE OF BIRTH
PRESENT MAILING ADDRESS			CITY	STATE ZIP CODE

FILING STATUS: CHECK ONE

- SINGLE MARRIED FILING SEPARATE HEAD OF HOUSEHOLD
 MARRIED FILING JOINT WIDOW(ER) WITH DEPENDENT CHILD: Date of spouse's death: _____

DEPENDENTS: (AVOID DELAYS –Enter information exactly as shown on social security card. Be sure give correct date of birth)

FIRST NAME	LAST NAME	Date of Birth	Social Security Number	Relationship	Mos. In Home	Dependent Disabled (Yes or No)	Dependent Gross Income Amount	Dependent? (Yes or No)

EMAIL ADDRESS: _____ (Receive tax status via email or text)

TAXPAYER'S OCCUPATION _____ Phone Number: (H) _____ (W) _____ (C) _____

SPOUSE'S OCCUPATION _____ Phone Number: (H) _____ (W) _____ (C) _____

ARE YOU LEGALLY BLIND? YES NO ARE YOU PERMANENTLY AND TOTALLY DISABLED? YES NO

IS YOUR SPOUSE LEGALLY BLIND? YES NO IS YOUR SPOUSE PERMANENTLY AND TOTALLY DISABLED? YES NO

IS THIS TAX RETURN BEING FILED FOR A DECEASED TAXPAYER? YES NO If yes, enter the date of death _____

DO YOU WANT US TO FILE YOUR STATE TAX RETURN? YES NO If yes, indicate state _____

DO YOU WANT DIRECT DEPOSIT? _____ IF SO, YOU MUST PROVIDE A VOIDED CHECK OR A SAVINGS ACCOUNT NO. AND A 9 DIGIT ROUTING TRANSIT NO.

DO YOU WANT A REFUND ANTICIPATION LOAN (RAPID REFUND)? YES NO

I declare that I have provided the information on the front and back of this sheet, and to the best of my knowledge; it is true, correct, and complete. I have submitted my Federal Income Tax return to be electronically transmitted to the IRS Service Center. I understand that my return will be filed under the regular "paper" procedures if it is not accepted for transmission by the IRS.

Your Signature _____ Date _____ Spouse Signature _____ Date _____

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Check Yes or No to all questions below

- YES NO 1. Can someone else claim you (or your spouse) as a dependent on their tax return?
- YES NO 2. Have you ever been denied Earned Income Credit by IRS in past years?
- During 2011 did you (or your spouse if filing a joint return):
- YES NO 3. Buy a brand new vehicle? If yes, date of purchase _____ (Provide a copy of the Bill of Sale)
- YES NO 4. Buy a new home? If yes, enter the closing date _____ (Provide a copy of the Closing Statement)
- YES NO 5. Have a foreclosure or did the bank cancel any part of your loan?
- YES NO 6. Entered a settlement with credit card your company to pay off debt at a lesser amount than owed?
- YES NO 7. Purchase and install energy efficient home items? (such as windows, furnace, insulation, energy appliances etc.)
- YES NO 8. Pay college tuition for yourself, your spouse or your dependents? If yes, attach Form 1098-T.
- YES NO 9. Have any student loans or paid interest on any student loans?
- YES NO 10. Qualify for Earned Income Credit. If yes, please complete the EIC Eligibility Checklist and sign and attach.
- Income - In 2011 did you (or your spouse if filing a joint return) receive:
- YES NO 11. Wages or Salary (Attach Form W-2)
- YES NO 12. Tip Income
- YES NO 13. Scholarships
- YES NO 14. Interest/Dividends from checking or savings accounts, bonds, CDs, brokerage, etc. (Attach 1099-INT/1099-DIV)
- YES NO 15. State Tax Refund: If yes, did you itemize your deductions on your 2008 tax return? State Refund Amt _____
- YES NO 16. Self-Employment Income (contract labor, small business, hobby etc.)? Form 1099-MISC & your own records
- YES NO 17. Alimony Income, Enter amount: _____
- YES NO 18. Proceeds from the Sale of Stocks/ Bonds (Form 1099-B and Sale of Real Estate (Form 1099S) (including your home)
- YES NO 19. Proceeds from Sale of Business Assets and Property
- YES NO 20. Disability Income
- YES NO 21. Pensions, Annuities, and/or IRA Distributions (Form 1099-R)
- YES NO 22. Social Security or Railroad Retirement Benefits (Form SSA-1099)
- YES NO 23. Income from Rental Property (from your records)
- YES NO 24. Income from Farming (from your records)
- YES NO 25. Income from Partnership/ S-Corporation/ Estates/Trusts (Attach Schedule K-1 from Partnership/ S-Corporation/ Estates/Trusts)
- YES NO 26. Unemployment Benefits (Form 1099-G)
- YES NO 27. Gambling Winnings (Form W-2G)
- YES NO 28. Other Income: (lottery, prizes, awards, jury duty, settlements, etc. Specify: _____)
- Expenses - In 2011 did you (or your spouse if filing a joint return) pay:
- YES NO 29. Alimony: If yes, do you have the recipients SSN? Enter the recipients SSN: _____
- YES NO 30. Contributions to IRA, 401K, or other retirement account, including employer retirement account
- YES NO 31. Educational expenses such as a computer, books, internet service etc.
- YES NO 32. Classroom supplies, if you are a teacher
- YES NO 33. Expenses for your non-farm business, if self-employed (Complete Business Information Sheet and attach)
- YES NO 34. Expenses related to your rental property (Complete Rental Property Information Sheet and attach)
- YES NO 35. Expenses related to your farm business (Complete Farm Information Sheet and attach)
- YES NO 36. Expenses related to the business use of your home (Complete Business Use of Home Info Sheet and attach)
- YES NO 37. Unreimbursed expenses related to your job from which you received a W-2(Complete Itemized Deduction sheet)
- YES NO 38. Medical expenses (Complete Itemized Deduction Info Sheet)
- YES NO 39. Home Mortgage Interest (Complete Itemized Deduction Info Sheet and Attach Form 1098)
- YES NO 40. Real estate taxes on your home (Complete Itemized Deduction Info Sheet and Attach Form 1098)
- YES NO 41. Charitable Contributions (Complete Itemized Deduction Sheet)
- YES NO 42. Child and dependent care expenses (Attach statement from Day Care or Dependent Care Provider)
- YES NO 43. Other Expenses that you are not sure about (Ask your CPA)
- YES NO 44. Job-related moving expenses

I declare that I have provided the information on the front and back of this sheet, and to the best of my knowledge; it is true, correct, and complete. I have submitted my Federal Income Tax return to be electronically transmitted to the IRS Service Center. I understand that my return will be filed under the regular "paper" procedures if it is not accepted for transmission by the IRS.

Your Signature _____ Date _____ Spouse Signature _____ Date _____

GENERAL INFORMATION SHEET

Earned Income Credit Eligibility Checklist

(Complete to determine if you qualify for Earned Income Credit)

You may claim the EIC if you answer "Yes" to all the following questions.*	Yes	No
1. Is your AGI less than: • \$43,998(\$49,078 married filing joint) with 3 or more qualifying children, (Max EIC: \$5,751 for 3 or more) • \$40,964(\$46,044 married filing joint) with 2 qualifying children, (Max amount of EIC: \$5,112 for 2) • \$36,052(\$41,132 married filing joint) with 1 qualifying child, or (Max amount of EIC: \$3,094 for 1) • \$13,660(\$18,740 married filing joint) with no qualifying child? (Max amount of EIC: \$ 464 for 0)		
2. Do you, your spouse, and your qualifying child each have a valid SSN?		
3. Is your filing status married filing jointly, head of household, qualifying widow(er), or Single?		
4. Answer "Yes" if you are not filing Form 2555 or Form 2555-EZ. Otherwise, answer "No." Caution: If you or your spouse is a nonresident alien, answer "Yes" only if your filing status is married filing jointly.		
5. Is your investment income \$3,150 or less? (includes Interest, Dividend income and etc)		
6. Is your total earned income at least \$1 but less than: • \$43,998 (\$49,078 married filing joint) if you have three or more qualifying children, • \$40,964 (\$46,044 married filing joint) if you have two qualifying children, • \$36,052 (\$41,132 married filing joint) if you have one qualifying child, or • \$13,660 (\$18,740 married filing joint) if you do not a qualifying child?		
7. Answer "Yes" if you (and your spouse if filing a joint return) are not a qualifying child of another person. Otherwise, answer "No."		
STOP: If you have a qualifying child, answer questions 8 and 9 and skip 10 – 12. If you do not have a qualifying child, skip questions 8 and 9 and answer 10 – 12.*		
8. Does your child meet the age, residency, and relationship tests for a qualifying child?		
9. Is your child a qualifying child only for you? Answer "Yes" if your qualifying child also meets the tests to be a qualifying child of another person, but the other person is not claiming any child-related tax benefits using that child. Answer "No" if you do not know whether the other person is claiming any child-related tax benefits using that child.		
10. Were you (or your spouse if filing a joint return) at least age 25 but under age 65 at the end of 2011?		
11. Answer "Yes" if you (and your spouse if filing a joint return) cannot be claimed as a dependent on anyone else's return. Answer "No" if you (or your spouse if filing a joint return) can be claimed as a dependent on someone else's return.		
12. Was your main home (and your spouse's if filing a joint return) in the United States for more than half the year?		

***PERSONS WITH A QUALIFYING CHILD:**

- If you answered "Yes" to questions 1 through 9, you can claim the EIC. Remember to fill out Schedule EIC and attach it to your Form 1040 or Form 1040A. You cannot use Form 1040EZ.
- If you answered "Yes" to questions 1 through 8 and "No" to question 9, see Rule 9 to help you determine whether you can claim the EIC.

If you answered "Yes" to questions 1 through 7 and "No" to question 8, answer questions 10 through 12 to see if you can claim the EIC without a qualifying child.

PERSONS WITHOUT A QUALIFYING CHILD: If you answered "Yes" to questions 1 through 7, and 10 through 12, you can claim the EIC.

If you answered "No" to any question that applies to you: You **cannot** claim the EIC.

I declare that I have provided the information on this sheet, and to the best of my knowledge, it is true, correct, and complete. I have submitted my Federal Income Tax return to be electronically transmitted to the IRS Service Center. I understand that my return will be filed under the regular "paper" procedures if it is not accepted for transmission by the IRS.

Signature _____ Date _____ Spouse Signature _____ Date _____