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HOW TO PREPARE FOR YOUR TAX APPOINTMENT

To assist you in organizing your 2011 tax information, please consider the following checklist. If applicable, please refer to your tax organizer for a more detailed summary of income, deductions, and information from last year's tax returns.

Have you gathered the following important tax documents?

Income Documents:

- Form W-2 (Employee wages)
- Form W-2G (Gambling winnings)
- Form 1099-DIV (Dividend income)
- Form 1099-INT (Interest income)
- Form 1099-A (Acquisition or Abandonment of Secured Property)
- Form 1099-B (Sales proceeds from broker)
- Form 1099-C (Cancellation of Debt)
- Form 1099-G (State income tax refund)
- Form 1099-G (Unemployment benefits)
- Form 1099-K (Merchant Card and Third-Party Network Payments)
- Form 1099-MISC (Miscellaneous income)
- Form 1099-PATR (Taxable Distributions Received from Cooperatives)
- Form 1099-Q (Payments from Qualified Education Programs) 529, 530 Plans
- Form 1099-R (Retirement benefits)
- Form 1099-S (Proceeds from Real Estate Transactions) Sale of Personal Residence
- Form SSA-1099 (Social security benefits)
- Schedule K-1 (Forms 1041, 1065, and/or 1120S)
- Other sources of income (Alimony)
- Other sources of income (Business cash receipts, not reported on 1099 form)
- Other sources of income (Cash rent, not reported on 1099 form)
- Other sources of income (Gain on sale of personal assets)
- Other sources of income (Jury duty, Barter Income, etc.)

Tax Deductions:

- Medical insurance premiums paid with after tax dollars
- Medical expenses (IRS Publication 502; www.irs.gov/pub/irs-pdf/p502.pdf)
- Form 1098-SA (Distributions Form an HSA, Archer MSA, or Medicare Advantage MSA)
- Form 1098-LTC (Long Term Care and Accelerated Death Benefits)
- Real estate taxes
- Auto license plate fees
- Form 1098 – Mortgage Interest Paid
- Form 1098-MA (Mortgage Assistance Payment)
- Charitable contributions (check, cash, or credit card payments with receipt from each charity)
- Non-cash contributions (detail list of items, receipts from charity, good or better condition)
- Form 1098-C (Contributions of Motor Vehicles, Boats, and Airplanes)
- Other expenses related to your business employment

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- _____ College education expenses (Tuition and fees, books and supplies)
- _____ Form 1098-E (Student Loan Interest Statement)
- _____ Form 1098-T (Tuition Statement)
- _____ College Savings Iowa Contributions (529 Plan)
- _____ Coverdell Education Account Contributions
- _____ Energy efficiency improvements to your home (e.g., – receipts for insulation, energy efficient furnace, air conditioner, exterior windows or doors, etc.)
- _____ Traditional Individual Retirement Account (IRA) contributions
- _____ Roth Individual Retirement Account (IRA) contributions
- _____ Form 5498 (IRA Contribution Information)
- _____ Conversion of Individual Retirement Account (IRA) to a Roth IRA account

Child Care Expense:

Detailed information on daycare provider:

- _____ Name
- _____ Address
- _____ Social security or tax identification number
- _____ Total amount of daycare expenses paid during 2011

Income Tax Estimated Payments:

- _____ Federal Income Tax Estimates (Dates and amounts paid)
- _____ State Income Tax Estimates (Dates and amounts paid)

Other Documentation:

_____ Provide us a list of bank accounts or investments held in foreign countries during 2011

_____ Did you make any payments during 2011 that would require you to file Form(s) 1099? If yes, please provide us copies of Forms 1096 and 1099 which have already been filed by you or necessary information so that we may prepare these documents on your behalf. Information required for preparation of Forms 1096 and 1099:

- Each payee's name
- Each payee's Social Security Number
- Each payee's address
- Total amount of payments to each payee during 2011

I acknowledge the above information was provided by me, my spouse, or verified third party, and all information and documents are complete and accurate, to the best of my knowledge.

Taxpayer's Signature

Date

Printed Name