

2011 INDIVIDUAL INCOME TAX ORGANIZER



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HELP US HELP YOU: Use this checklist to help you gather the material needed to complete your income tax return. Please check those items that apply to you and bring in this checklist and all associated documents when you come for your appointment.



If you DO NOT have all required documents, there will be a delay in completing your return.

The detailed version of this organizer is available on our website under "Tax Services." You are encouraged to print and complete the full version to ensure you are completely prepared for your tax appointment.

INCOME

- All W-2 forms, plus your last paystub for union dues, United Way contributions, etc.
- Interest and dividends (*1099-INT, 1099-DIV*), including all tax-exempt interest
- Social Security or Railroad Retirement (*SSA-1099, RRB-1099*)
- State refunds received in 2011 (*1099-G; NY & NJ forms are only posted online*)
- Unemployment benefits received (*1099-G*)
- IRA distributions (*1099-R, including rollovers*)
- Pensions/annuities received (*1099-R or W-2P, including rollovers*)
- Brokerage Statements (*Consolidated 1099, all pages, and tax detail statements, if provided*)
- Sales of stock or mutual funds (*1099-B, plus original purchase information*)
- Income from partnerships, estates or trusts (*Form K-1*)
- Sales of real estate (*HUD-1 & closing statement, 1099-S if provided*)
- Copies of the last two year's federal and state returns (if not prepared by us)
- Any IRS or STATE letters or adjustments to prior returns, whether prepared by us or not
- Record of alimony received, and ex-spouse's name and Social Security number
- Self-employment income and expenses **categorized & totaled**. Include all **business assets** bought or sold/disposed (**include dates & prices**). (See supplemental worksheet on our website[†]).
- Hobby income & expenses.
- Rental property income and expenses **categorized & totaled**. Include all **improvements** made or **assets** bought or sold/disposed (**include dates & prices**). (See supplemental worksheet[†]).
- Any 1099-MISC forms received
- Any other income:** including legal settlements, lottery or gambling winnings, jury duty pay, royalties, directors or executor fees, barter income, etc.

ADJUSTMENTS

- Moving expenses due to a change in job location
- Student loan interest (*Form 1098-E*)
- IRA or Keogh contributions (*year-end statements*)
- Alimony paid and ex-spouse's name and SSN
- Health Savings Accounts contributions/distributions (*1099-SA, 5498-SA*)
- Contributions and distributions from ALL college 529 Plans (*Form 1099-Q, and year-end statement*)
- Unreimbursed educator expenses
- Trusts created in 2011 (*copy of trust document*)

DEPENDENTS

- For **ALL** dependents or potential dependents, provide: full name, social security number, date of birth, total income for the year (earnings, interest, investments) and dates they lived with you (if not the full year).

DEDUCTIONS/CREDITS

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Energy efficient improvements to your main home, including insulation, windows and exterior doors, heating, ventilating, central A/C, metal or asphalt roofs, water heaters, biomass stoves, solar energy systems, fuel cells, geothermal heat pumps, small wind turbines. (Receipts and certifications) <input type="checkbox"/> College tuition expenses (<i>Form 1098-T</i>), plus other education expenses (books, computer hardware & software, etc.) <input type="checkbox"/> Sales tax paid on a new or used vehicle (<i>bill of sale</i>) <input type="checkbox"/> Real estate taxes paid (school and town) and any state property tax rebate amount <input type="checkbox"/> Mortgage and home equity interest paid (<i>Form 1098</i>) <input type="checkbox"/> Home purchase or refinance (<i>HUD-1 or closing statement</i>) <input type="checkbox"/> Charitable contributions – money or goods (You must have records or receipts) <input type="checkbox"/> Childcare/Summer day camp for children under 13 during the year, or disabled dependants (<i>Must have provider's name, address, and tax id number</i>) <input type="checkbox"/> Medical expenses (doctors, dentists, eyeglasses, medical insurance premiums, prescriptions, mileage, lab tests, hospitals, etc.), and any reimbursements (insurance, flex plans). <input type="checkbox"/> Long term care insurance premiums | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer expenses for qualified charities (You must have records and an acknowledgement.) <input type="checkbox"/> Investment or margin interest paid <input type="checkbox"/> Investment expenses, safe deposit box rental, investment journals, IRA fees <input type="checkbox"/> Theft or casualty losses not covered by insurance <input type="checkbox"/> Employee business expenses not reimbursed by employer (categorized & totaled: mileage, lodging, airfare, meals, phone calls, etc.) <input type="checkbox"/> Job-related education expenses not reimbursed by employer (tuition, books, seminars, mileage) <input type="checkbox"/> Job related safety or protective gear, small tools and equipment <input type="checkbox"/> Job search expenses, employment agency fees <input type="checkbox"/> Job related periodicals or subscriptions <input type="checkbox"/> Professional or union dues <input type="checkbox"/> Uniforms, cost and cleaning <input type="checkbox"/> Hobby expenses (if hobby income included above) <input type="checkbox"/> Tax preparation fee (if not prepared by us) <input type="checkbox"/> Gambling losses, to extent of gambling winnings (Must have receipts to deduct) <input type="checkbox"/> Personal property tax paid on cars or other property (if applicable; does not apply to NY) |
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† **Supplemental worksheets available on our website**
(http://BrentFinancial.com/Tax_Worksheets.aspx)

- Self-employed income and expenses
- Employee Business expenses
- Daycare Providers
- Direct Sellers (Avon, Mary Kay, etc.)
- Educator Deductions (K-12 full-time teachers, principals, instructors, councilors and aides)
- Qualified Home Office Expenses
- Law Enforcement (police, corrections officers, etc.)
- Realtors
- Landlords (providers of rental property)
- Vehicle, Travel & Entertainment (for unreimbursed business related expenses)

GENERAL QUESTIONS FOR TAX YEAR 2011

"You" refers to both taxpayer and spouse. Mark any questions you are uncertain about. Attach additional sheets if needed.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Are either you or your spouse legally blind?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you pay or receive alimony? <i>Circle: Paid / Received</i> \$		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Were any children born or adopted?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Were any children attending college? If yes, what year in college?		
		Tuition	Books
	Paid by you (incl loans):	\$	\$
	Paid by student (incl loans):	\$	\$
	Other expenses:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you take classes yourself, or pay any tuition for a private school for a dependent?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you pay for childcare or dependent care so you could work or go to school?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you buy and/or sell a home? <i>(Provide closing statements)</i>		
	<input type="checkbox"/> Bought <i>date:</i> / / <input type="checkbox"/> Sold <i>date:</i> / /		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If you purchased new home, did you own a home during any of the three years prior to the purchase of your new home?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If you sold a home, did you claim the first-time home buyer credit when it was purchased? <i>If yes, original purchase date:</i> / /		<i>Credit claimed</i> \$
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you refinance a mortgage or take out a home equity loan? <i>(Provide closing statement)</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you use any home equity loan or mortgage proceeds (e.g., cash-out refinance) for any purpose other than to buy, build, or substantially improve your home?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you contribute money to an IRA for last year? <i>Amount:</i> \$		<i>Date:</i> / /
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you make any payments on a boat or RV loan?		<i>Interest Paid</i> \$
	<i>Name, address & ID# of lender:</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any children who earned more than \$950 of interest, dividend, or investment income (sales or exchanges of stock, mutual funds, etc.)?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you pay sales tax in on a vehicle, boat, airplane, or home? <i>(Provide receipt with cost, tax paid, and date)</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you roll any money from any type of retirement account to another?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be any significant changes in income or deductions next year, such as retirement?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you have any uninsured property loss of more than \$100?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you work from a home office or use your car for business?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you sell or donate any stock, mutual funds, bonds, or rental or investment property?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you make any gifts of more than \$13,000 (cash or otherwise) to anyone?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you receive any income from a mortgage that you held or any other installment sale?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you own a business or an interest in a partnership, corporation, LLC, or other venture?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you have any investments that became worthless or were you an investment fraud victim?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Were you granted or did you exercise any employer stock options?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you pay anyone for domestic services in your home?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you purchase a new energy-efficient car, truck, or van? <i>(Provide bill of sale)</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you make any new energy-efficient improvements to your home, such as new insulation, windows or doors, heating, venting, air conditioning, new roof, water heaters, biomass stoves, solar panels, solar water heat, wind turbines, geo-thermal heat pumps?		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you involved in bankruptcy, foreclosure, repossession, or have you had any debt (including credit card debt) cancelled or forgiven?		

GENERAL QUESTIONS (CONTINUED)

<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a member of the military?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Were you a citizen of or did you live in a foreign country? Do you have or did you receive income from a foreign bank account, investment account, or trust?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you make any contributions to or withdrawals from a college tuition 529 plan or Coverdale Education Savings Account? <i>(Provide statements)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you make any withdrawals from a Health Savings Account (HSA) or Archer MSA? <i>(Provide statements)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you receive any letters from the IRS or a state tax department last year? <i>(Provide copy)</i>

If receiving a refund, would you like it to be directly deposited into your bank account? Checking Savings
 Provide voided check, or specify account information (contact your bank for correct format to use):

<i>Bank name:</i>	<i>Routing number:</i>	<i>Account number:</i>
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Ask your tax preparer for information about depositing a refund into an IRA account or splitting the deposit into more than one account.

STATE INFORMATION

In what state(s) did you reside last year? *(If more than one, give dates)*

In what county(ies) and school district(s):

Do you own or rent your home?

Do you have a second home No Yes: *Give state(s) located and dates used:*

Are you a New York volunteer firefighter or ambulance worker? Yes, taxpayer Yes, spouse

FILING STATUS & DEPENDENTS

<input type="checkbox"/> Yes <input type="checkbox"/> No	Were you married at any time during the last year?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you get divorced or separated in the past year?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been married previously? If yes: <input type="checkbox"/> divorced <input type="checkbox"/> legally separated <input type="checkbox"/> widowed <i>Give date of occurrence: / /</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Were there any deaths in the family?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did anyone other than your spouse or children live with you for any part of last year?

Names of dependent children <i>Child's name</i>	<i>Social Security #</i>	<i>Date of Birth</i>	<i>Months lived in home in 2011</i>	<i>Relationship</i>	<i>College Student?</i>

Do any of the children have a disability? Yes No

Is it possible anyone else will seek to claim a child listed above as their dependent for last year? Yes No

All other people that lived with you and other dependents

<i>Name</i>	<i>Social Security #</i>	<i>Date of Birth</i>	<i>Relationship</i>	<i>Income</i>

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INCOME WORKSHEET

Provide to your preparer all Forms W-2, 1099-INT, 1099-DIV, 1099-R, 1099-MISC, and other income reporting statements. **Do not list dollar amounts for the following items; your preparer will report the appropriate amounts.**

Indicate "T" for taxpayer, "S" for spouse, "J" for joint. Attach additional pages if needed.

Forms W-2 – Wage and Tax Statement

T/S	Employer Name	T/S	Employer Name
	1)		4)
	2)		5)
	3)		6)

Forms 1099-INT – Interest Income

T/S/J	Name of Issuer	T/S/J	Name of Issuer
	1)		4)
	2)		5)
	3)		6)

Forms 1099-DIV – Dividends and Distributions

T/S/J	Name of Issuer	T/S/J	Name of Issuer
	1)		4)
	2)		5)
	3)		6)

Forms 1099-R – Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

T/S/J	Name of Issuer	T/S/J	Name of Issuer
	1)		4)
	2)		5)
	3)		6)

Tax-Exempt Interest – Municipal Bonds, etc. (Include Statements)

Payer:	\$	Payer:	\$
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Other Income

Bank interest less than \$10 per account	\$	Payer:
	\$	Payer:
State tax refund(s)	\$	
Alimony received	\$	
Unemployment compensation (provide 1099-G)	\$	
Social Security—taxpayer (provide SSA-1099 or RRB-1099)	\$	
Social Security—spouse (provide SSA-1099 or RRB-1099)	\$	
Tips not reported on W-2	\$	
Barter income	\$	
Other income (give source)	\$	

Business income: Provide details of income on a second sheet. Complete our "Business Professional Deductions" worksheet (on our website) to record expenses.

Rental income: Complete our "Rental Expenses" worksheet (on our website) to record income and expenses.

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SALES AND EXCHANGES WORKSHEET

Provide information about sales of stock, real estate, or other property, along with Forms 1099-B, 1099-S, or other supporting statements

<i>Description of property</i>	<i>Purchase date</i>	<i>Cost/Basis</i>	<i>Sell Date</i>	<i>Sale price</i>
		\$		\$
		\$		\$
		\$		\$
		\$		\$

Notes:

- When stock is sold, you will usually receive Form 1099-B, Proceeds from Broker and Barter Exchange Transactions, reporting the proceeds of the sale. However, your statement will not always provide the cost (basis) information necessary to compute the gain or loss. If the statement does not contain the cost/basis information, you must provide it. You may need to contact your broker for questions about cost/basis of your stock accounts.
- Often, “transfers” of stock or mutual funds within a brokerage account are actually sales of one type of stock or fund and purchases of another. Even if you did not receive any cash from the transaction, you may have a taxable gain or loss.
- If your stock dividends are automatically reinvested, the dividends are taxable even though you did not receive any cash. The transaction is treated as if you had received cash and purchased additional stock. When the stock is sold, the amount reinvested over the years is taken into account. You may need to contact your broker for questions about the amount of reinvested dividends.
- If you sold property other than stock, your taxable gain or loss is determined by your basis. The basis is usually the original purchase price plus the cost of any improvements. The cost of repairs and maintenance are not taken into account for determining basis.

ESTIMATED TAX PAYMENTS—TAX YEAR 2011

<i>Installment</i>	<i>Federal</i>	<i>Date Paid</i>	<i>State</i>	<i>Date Paid</i>
First (due 4/15/11)	\$		\$	
Second (due 6/15/11)				
Third (due 9/15/11)				
Fourth (due 1/15/12)				
Amount applied from 2010 refund				
TOTAL				

OTHER ADJUSTMENTS WORKSHEET

Educator expenses: Unreimbursed classroom expenses of full-time K-12 teachers, counselors, principals, and aides.	Use our worksheet on website to report
Health Savings Account (HSA) contributions for 2011. Some contributions for 2011 may be made in 2012.	\$
Contributions to self-employed SEP, SIMPLE, & qualified plans. Some contributions for 2011 may be made in 2012.	\$
Self-employed health insurance. Sole proprietors, partners and 2% S Corporation shareholders, if not eligible for coverage through an employer or your spouse’s employer.	\$
Penalty on early withdrawal of savings.	\$
IRA contributions. <input type="checkbox"/> Traditional IRAs. <input type="checkbox"/> Roth IRAs. Some contributions for 2011 may be made in 2012.	\$
Student Loan interest paid. Paid for taxpayers and dependents. Income limits apply.	\$
Moving expenses due to a job-related move.	\$

ITEMIZED DEDUCTIONS WORKSHEET

Deductions must generally exceed \$5,800 single, \$11,600 married (joint), \$5,800 married (separate), or \$8,500 head of household to be a tax benefit. However, real estate taxes and certain disaster losses may be deductible even if you do not itemize.

Medical Expenses. Must exceed 7.5% of income to be a benefit. Include costs for dependents, but exclude any expenses reimbursed by insurance or other parties, or through any type of Flexible Spending Account (FSA).

Dentists	\$	Hospitals	\$
Doctors	\$	Insurance	\$
Equipment	\$	Prescriptions	\$
Eyeglasses	\$	Other	\$
Long Term Care Insurance	Taxpayer \$		
	Spouse \$		
Medical miles: _____	@19¢ (Jan-Jun)		
_____	@ 23.5¢ (Jul-Dec)		

Taxes Paid. Do not include taxes paid for 100% business or rental-use property. Check if paid for partial business/rental use property.

State withholding	<i>Reported on W-2</i>
State estimated taxes paid in 2011	<i>Report on page previous page</i>
Real estate taxes—residence	\$
Real estate taxes—other	\$
Personal property taxes	\$
Property tax refund received in 2011	\$
Foreign tax paid	\$
Other	\$
State income tax paid in 2011 from prior year returns. (Do not include interest or penalties.)	\$
Did you keep receipts for sales tax paid during 2011? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Did you purchase a vehicle, plane, boat, or home in 2011? Yes No

Interest Paid. Do not include interest paid for 100% business or rental-use property. Check if paid for partial business/rental use property. Provide Forms 1098 or lender information and tax ID numbers.

Main home	\$	Equity loan	\$
Second home	\$	Equity LOC	\$
Points	\$	Investment int	\$
Mortgage insurance premiums (must appear on Form 1098 to be deductible). \$			

*** Notes:**

- Gambling losses are deductible only up to the amount of gambling winnings. A log must be kept to verify losses.
- Work clothing is not deductible if adaptable for every-day wear, with the exception of safety equipment, such as steel-toed boots.
- Legal expenses are deductible only if related to producing or collecting taxable income. Expenses to enable physically or mentally impaired individuals to work are generally deductible.

Charitable Contributions. New rules require that the taxpayer must have and retain bank records or a receipt for ANY donation of money and for noncash donations of \$250 or more. If over \$500 in noncash contributions, provide details.

Cash/check/credit card donations	\$
Noncash contributions (Fair Market Value). Clothing and household items must be in at least good used condition.	\$
Did you transfer funds from an IRA directly to a charity? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Charitable miles driven (describe)	_____ miles

Casualty and Theft Losses. Did you suffer any sudden, unexpected damage or loss of property, or a theft?
 Yes (provide details) No

Miscellaneous Deductions. Must exceed 2% of income to be a benefit. For more detailed business expenses, business use of home, or auto mileage, attach the detailed worksheets from our website.

Were any expenses reimbursed by your employer?
 Yes No

Dues	\$	Subscriptions	\$
Investment Expenses	\$	Supplies	\$
Job education	\$	Tax prep fees	\$
Job seeking	\$	Tools	\$
Legal fees*	\$	Uniforms*	\$
Licenses	\$	Union dues	\$
Safe deposit	\$	Other	\$
Safety equip	\$	Other	\$

Other Deductions. The following deductions are not subject to a 2% income limitation

Gambling losses*	\$	Federal estate tax on IRD	\$
Impairment-related exp*	\$		\$