Brangham & Associates, Inc.

Certified Public Accountant

Accounting • Taxes • Consulting • QuickBooks Training and Consulting

2011 Tax Document Checklist for Individuals

Taxpayer(s) Name ______________________ **Date** __________

Please check all boxes that apply to you for this tax year and include all tax forms and necessary information with this checklist. Use the last page to make any notations of information that you may still be waiting for, provide comments, clarification or reminders that may be helpful to your preparer.

- ❒ **New to Brangham & Associates.** ***Download and complete the Individual Client form from our website***
  - ❍ Provide copies of your Federal, State and Local tax returns filed for the last 3 years

- ❒ **Changes to Personal or Household information.** ***If you have had any of the following changes, download our Individual Client Form to update this information.***
  - ❍ Change in Residence in 2011 or 2012
  - ❍ Contact information change: mailing address, email, phone numbers, etc.
  - ❍ Any changes to filing status from the prior year: single, married, divorce
  - ❍ Any changes to dependents from prior year due to birth, death, divorce, no longer eligible, etc.

- ❒ **Preferred contact person(s) and method of contact for questions concerning your tax documents**

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- ❒ **Tax Overpayment preference** (we do not offer Rapid Refund)
  - ❍ Not expecting a refund
  - ❍ Direct Deposit all federal and state refunds to my bank account by the tax authority
    - ▪ Must provide a Voided Check or other record of the Bank Name, Routing number, Account Number with your tax documents. Note: we will not add direct deposit to a return once it has been completed.
  - ❍ Have all federal and state refunds MAILED.
  - ❍ Apply any overpayment to my estimated tax for 2012

- ❒ **Statements or Records of Income, check all that apply**
  - ❍ Form W-2's .... Employment Income
  - ❍ Form 1099-MISC..................... Miscellaneous Income
    - ❑ Gambling and lottery winnings
    - ❑ Prizes and awards received
    - ❑ Business income – see separate checklist of additional information needed for small business owners
    - ❑ Rent income – see separate checklist of additional information needed for investment property owners
    - ❑ Other ______________________________
  - ❍ Form 1099-INT........................ Interest Income
  - ❍ Form 1099-DIV .... Dividend Income
  - ❍ Form 1099-B .... Proceeds from broker transactions
    - ▪ If not provided with the 1099-B statement, we would also require details of the original stock purchase, including: 1) Date of purchase, 2) Cost of shares sold
  - ❍ Information pertaining to the sale of a home
    - ▪ Settlement statement from the purchase and the sale of the home
    - ▪ If the sale price is greater than the purchase price, please provide a list of improvements made to the property other than normal repairs and maintenance.
  - ❍ Form 1099-C............................ Cancellation of Debt by Lender, including an explanation of the debt
  - ❍ Form 1099-R .... Pension and/or Individual Retirement Accounts
  - ❍ Form 1099-SA .... Social Security
  - ❍ Form 1099-G .... Government payments
    - ❑ Unemployment income statements
    - ❑ Jury duty paid
    - ❑ State and local income tax refunds
    - ❑ Other ______________________________
  - ❍ Form K-1 .... Trust, "S" corporation, and/or Partnership income amounts

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Taxpayer(s) Name

- Other income sources
  - Alimony received
  - Scholarships, grants, and fellowships
  - Anything else not mentioned
  - Other

Adjustments to Income

- Student loan interest paid (Form 1098-E)
- Alimony paid (provide SSN of individual receiving the payments)
- Teacher education expenses (limited to $250)
- Deductible contributions made to a qualified tax deductible plan
  - Traditional Individual Retirement Account / Roth Individual Retirement Account
    - I have not made a contribution, but would consider making one by 4/15 if it provides a tax savings
  - Health Savings Account contributions made outside of an employer sponsored plan (after tax)
  - Self Employed Pension
    - Please call me before finalizing my return to discuss maximum amount to contribute to my SEP

Itemized Deductions, check all that apply

- "Out-of-pocket" medical expenses
  - Health insurance premiums and/or Long-term care insurance premiums
  - Prescription expenses
  - Doctors and hospital expenses
  - Dental and eye care
  - Medical appliances such as hearing aids, glasses, etc.
  - Miles driven to and from medical appointments
- Mortgage interest, PMI and points paid (Form 1098)
- Provide a copy of the Settlement Statement if you refinanced or purchased a home in 2011
- Other state and local taxes paid (not reported on W2s)
  - Real Estate Taxes (you may include taxes paid on all property you own – not just your primary residence)
  - Auto excise taxes paid (not applicable for OH)
  - Additional state or local tax you may have paid (i.e. tax notice on a prior year return requiring payment)
- Charitable donations
  - Cash
  - Non-cash (if total non-cash donations exceed $500, provide a brief description of items donated, Organization name and address, and date of donation)
  - Miles driven in the course of charitable activities
- Miscellaneous
  - Prior year tax preparation fees (not necessary if returning client)
  - Investment expenses
  - Detail of job related expenses, such as:
    - Moving expenses (if your move was job related)
    - Job hunting expenses
    - Tools and other equipment such as computers, etc.
    - Union dues
    - Safety clothing and uniforms
    - Auto Expenses related to business use of personal vehicle for employment purposes
      - Will need total vehicle mileage + total business miles.
        For 2011business mileage needs to be broken into two periods: 1/1 to 6/30 and 7/1 to 12/31
    - Continuing education or development
    - Professional books, journals, dues, union dues, etc.
    - Home office expenses
    - Travel expenses
      - Elect to use federal per diem rates – provide number of days out of town

Tax Credits

- Records of dependent care expenses
  - Must provide amount incurred for each dependent, payee name, address, and federal id number
- Higher Education Expenses (Form 1098-T)
- Energy Efficiency Improvements to Residential Property
- Earned Income Credit (if you think you may qualify for EIC, please download the EIC checklist. You will need to provide a completed EIC verification form with your tax papers in order for your return to be completed by our firm.)
- Other ____

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Taxpayer(s) Name

- **I paid estimated tax payments for 2011**
  - include name of taxing authority, date and amount of ALL tax estimates paid for the 2011 tax year

- **State Items:**
  - Contributions to Prepaid college tuition programs, contributions listed by child
  - Any state use tax to report
  - Other ____

Please make any notations that you may feel relevant to the preparation of your tax return. Use this space to provide additional information, notation of documents still needed, comments or clarification of information enclosed or record questions you may have regarding your tax documents or liability.