

WESTRA, TILLEMA & O'CONNOR, LLC
2011 Tax Interview Checklist

To provide you with the best service, please take time to review and complete this checklist prior to our meeting.

Yes	No
_____	_____
Does your business/farm provide employee health insurance? If so, please complete the tax credit worksheet on the back.	
_____	_____
Did your business/farm hire additional employees required to work full-time? If yes, _____ FTEs in 2011 _____ FTEs in 2010	
_____	_____
Were you notified by the IRS or other taxing authority of any changes to prior year returns?	
_____	_____
Are you an active member of the armed forces or a reservist? If yes, did you serve in a combat zone in 2011? <u>Yes</u> or <u>No</u>	
_____	_____
Did your address change?	
_____	_____
Did your marital status change during 2011?	
_____	_____
Were there any changes in dependents from the prior year?	
_____	_____
Did you pay for child care while you worked or looked for work?	
_____	_____
Do any of your children under age 18 have unearned income (interest, dividends, capital gains, rent) greater than \$950?	
_____	_____
Do any of your children age 18 or student children, ages 19 to 23, who did not provide more than half of their cost of support with earned income, have unearned income (interest, dividends, capital gains, rent) greater than \$950?	
_____	_____
Did you have any debts canceled, forgiven or refinanced during 2011? If yes, please provide all Forms 1098 and 1099 received.	
_____	_____
Did you forgive any indebtedness to any individual, trust or entity during the year?	
_____	_____
Did you receive unreported tip income of \$20 or more in any month of 2011?	
_____	_____
Did you start a new business, farm, purchase a rental property, or acquire an interest in a partnership or S-Corporation during 2011?	
_____	_____
Did you sell an existing business, farm, rental property, or interests in a partnership or S-Corporation during 2011?	
_____	_____
Did you retire or change jobs in 2011?	
_____	_____
Did you move to a different home because of a change in the location of your job?	
_____	_____
Did you buy or build a principal residence between April 9 and December 31, 2008 and receive the First-Time Homebuyer Credit ?	
_____	_____
Did you sell your home in 2011? If yes, did you own and occupy the home as your principal residence for at least two years of the five-year period prior to the sale? <u>Yes</u> or <u>No</u> Did you previously receive the First-Time Homebuyer Credit on this home? <u>Yes</u> or <u>No</u>	
_____	_____
Note: There is a recapture of the First-Time Homebuyer Credit if you sell your home within 36 months of the date of purchase.	
_____	_____
Did you sell, exchange, or purchase any real estate in 2011? If yes, please provide the closing statements and IRS Form 1099-S.	
_____	_____
Did you incur any casualty or theft losses this year? If yes, please bring a summary of out-of-pocket and insurance costs.	
_____	_____
Have you received a settlement during 2011 for punitive damages or an award for other than physical injuries or illness?	
_____	_____
Did you or your spouse have any medical or health savings account (MSA/HSA) activity in 2011? If yes, provide Form 1099-SA.	
_____	_____
Did you or your spouse receive distributions from long-term care insurance contracts? If yes, please provide Form 1099-LTC.	
_____	_____
Did you or your spouse convert a Traditional-IRA to a Roth-IRA?	
_____	_____
Did you or your spouse convert a Traditional-IRA to a Roth-IRA?	
_____	_____
Did you or your spouse convert a Traditional-IRA to a Roth-IRA in 2010 and elect to defer taxation to 2011 & 2012?	
_____	_____
Did you or your spouse turn age 70½ during 2011 with money in an IRA or other retirement account without taking distributions?	
_____	_____
Did you or your dependents incur any post-secondary education expenses, such as tuition?	
_____	_____
Did you or your spouse make any contributions to Qualified State Tuition Plans (Section 529) during 2011?	
_____	_____
Were distributions received from a Coverdell Account or Qualified Education Program (Section 529)? If yes, include Form 1099-Q.	
_____	_____
Did you purchase a new "hybrid" alternative technology vehicle or electric vehicle during 2011?	
RESIDENTIAL ENERGY CREDITS: Did you install any energy efficient improvements or energy property in your personal residence such as exterior doors or windows, insulation, heating & air conditioning systems, water heaters, metal or asphalt roofs, or biomass stoves? If yes, please bring all invoices & manufacturer's certifications. Did you receive a credit in 2006-2010? <u>Yes</u> or <u>No</u>	
_____	_____
Did you install any alternative energy equipment in your personal residence such as solar, fuel cells, wind or geothermal property?	
_____	_____
Did you have any work outside of the U.S. or pay any foreign taxes?	
_____	_____
Did you use any part of your home exclusively for business? If yes, square ft. of home _____ square ft. used for business _____	
_____	_____
Did you or your spouse make any gifts, including birthdays, with a total value in excess of \$13,000 to any individual during 2011?	
_____	_____
If yes, please provide the details of the gift(s) as the filing of a gift tax return may be required by April 15 th .	
_____	_____
Do you want your refund to be directly deposited? If yes, please give us a "voided" check, unless already on file.	
_____	_____
Or, if you are using a <u>different</u> account from last year, please provide a new "voided" check.	
_____	_____
If you are filing a balance due return, do you want to pay using electronic withdrawal? _____ / _____ / 12	
If yes, please provide a "voided" check (unless already on file) and indicate the date for withdrawal. _____ / _____ / 12	

Please remember to bring along to your tax interview:

For new clients only, copies of income tax returns from 2008 to 2010.
For those claiming farmland preservation, your 2011 real estate tax bills (payable in 2012).

Please Sign.

I (We) declare this tax organizer to be a true and complete record of my (our) financial activity for 2011.

By signing below, I (We) engage Westra, Tillemma & O'Connor, LLC to prepare my (our) 2011 federal and state(s) income tax returns.

Taxpayer _____

Spouse _____