CATHERINE E. THOMAS CPA

TAX ORGANIZER

CLIENT NAME: ____

PHONE NUMBER: ______________________________

EMAIL ADDRESS: ______________________________

SOURCES OF INCOME FOR 2009

Check all that apply.

- r Wages
- r Tips
- r Self-employment
- r Social Security
- r Disability /Long Term Care
- r Pension or profit-sharing plan
- r Trusts or estates
- r Jury duty
- r Gambling winnings
- r Awards or settlements
- r Unemployment
- r Alimony
- r IRA/other retirement plan distribution
- r Other

PERSONAL EVENTS

Did any of the following occur in 2009? If so, give date(s), names and Social Security Numbers.

- r Marriage
- r Divorce
- r Separation from Spouse
- r Death of Spouse or Dependents
- r Birth of a child
- r Adopted a child or began adoption process
- r Fostered a child in your home

TAX PREPARATION & PLANNING GOALS & CONCERNS

Please use the area below to note any concerns or goals you have regarding tax preparation or planning. (Getting the maximum refund and zero tax liability are assumed!)

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PHONE: 520-275-4824 • EMAIL: CE_THOMAS@MSN.COM

CATHERINE E. THOMAS CPA

Please read the following items and **check the ones applicable to your situation**. If you are unsure about an item, mark the **Not Sure** column. Feel free to write any additional information or comments on this page or at the area designated at the end of this organizer.

Yes	No	Not sure	
			General Information
r	r	r	Are you or do you have any dependents who are neither US citizens or residents?
r	r	r	Did you adopt or start process of adopting a child?
r	r	r	Did you provide over half the support for person(s) besides your dependent children? (ex: parents, siblings, grandchildren)
r	r	r	Are you a teacher or educator at a K-12 school?
r	r	r	Are you being claimed as a dependent by another person?
r	r	r	Did you pay any childcare or dependent care expenses?
r	r	r	Are you permanently disabled?
r	r	r	**Did you make any energy related upgrades/improvements to your residence?**
r	r	r	**Did you receive a $250 stimulus check in 2009? (retirees/disabled)**
			Tax Questions
r	r	r	Were you notified by the IRS this year, of changes to a prior year's return?
r	r	r	Did you pay any estimated income taxes? (Federal or State)
r	r	r	Were there any changes to a prior year's income, deductions, or credits that would require filing an amended return?
r	r	r	Did you receive a state-income tax refund?
			Employment Questions
r	r	r	Were you self-employed?
r	r	r	Did you change jobs or take a new job?
r	r	r	Did you pay any health insurance premiums with pre-tax money?
r	r	r	Were you covered or eligible for coverage by an employer's health plan?
r	r	r	Did you participate in a Health Savings Acct (HSA) or Flexible Spending Acct (FSA)?
r	r	r	Did you contribute to or are you eligible to participate in an employer's retirement plan? (401k, 403b, 457b)
r	r	r	Did you incur any expenses for your job that were not reimbursed by your employer? (education, travel, mileage, etc)
r	r	r	Did you receive any reimbursement from your employer for education, adoption or childcare expenses?
r	r	r	Did you receive or do you own any stock options?
			Other Expenses
r	r	r	Did you buy a NEV or other electric powered vehicle?
r	r	r	Did you have any casualty (fire, accident, flooding) or theft losses?
r	r	r	Did you pay for any tuition for you, your children or grandchildren?
r	r	r	**Did you purchase a new vehicle/boat in 2009** or make any other large purchases?
r	r	r	Did you pay any alimony or spousal support (not child support)?
r	r	r	Did you take out or make payments on a student loan?

Yes	No	Not sure	
r	r	r	Did you employ and pay someone $1,300 or more in 2009 to care for your children or disabled dependents in your home, clean or provide other personal services in or around your home and that person does not work for a company or agency?

Investment Questions

Yes	No	Not sure	
r	r	r	Did you own rental property?
r	r	r	**Did you sell or purchase a principal residence?**
r	r	r	Did you sell or purchase any land?
r	r	r	Did you refinance a mortgage or take out a home equity loan?
r	r	r	Did you pay your mortgage to a former owner of your residence?
r	r	r	Did you contribute to a Health Savings Account?
r	r	r	Did you contribute to an Education Savings Account or 529 plan? *(these are college savings/education savings vehicles)*
r	r	r	Did you contribute to an IRA or Roth IRA for the 2009 tax year?
r	r	r	Did you own any stocks, bonds or mutual funds in 2009?
r	r	r	Did any stocks you own become worthless?
r	r	r	Do you trade options or commodities?
r	r	r	Are you the grantor or owner of any trusts?
r	r	r	Are you the grantor of any debts that you consider uncollectible?
r	r	r	Did you own any interest in a REMIC? (Real Estate Mortgage Investment Conduit)
r	r	r	Did you receive any foreign income or pay any foreign taxes?
r	r	r	Did you receive interest from a bank or financial account in a foreign country?
r	r	r	Were you the grantor or transferor to a foreign trust?
r	r	r	Did you receive the proceeds from an installment sale to a relative?
r	r	r	Did you sell any property or equipment on installment?
r	r	r	Did you barter your goods or services with someone else?
r	r	r	Did you make a loan at an interest rate below market rate?
r	r	r	Did you make gifts of over $13,000 to an individual?
r	r	r	Did you have any children <24 who received more than $1,800 in investment income?
r	r	r	Did you start a business, purchase a farm or acquire interests in a partnership or S-corporation?
r	r	r	Did you own any investments that are not specifically covered in the above questions?

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INCOME

Please assemble the following information related to income received

- r W2's for wages
- r 1099's for dividends, interest, state income tax refunds, unemployment, misc. income, retirement plan distributions, pensions, original issue discount (bonds), capital gains and security sales
- r RRB-1099, SSA-1099 for Social Security and Railroad Retirement
- r K1's for partnership, trust, estate, S-corporations
- r Alimony (support) received – not child support (give SSN and name of payer as well)
- r List of prizes won and value
- r Amount of settlements or awards
- r Amount of scholarships and fellowships
- r Other income not contained in above documents

INVESTMENTS

Please assemble the following documents related to investments

- r Purchase date & cost information for stocks, bonds and mutual funds sold
- r Copies of year end statements for stocks, mutual funds, IRAs, 401k, 403b & annuity accounts
- r Copies of the purchase and sale orders/confirmations of stocks, bonds and mutual funds made in 2009 (if not included in year end statement)
- r Tax Year 2009 contributions to IRAs (amount, for whom, and what IRA)
    - o Forms 5498 or year end IRA statement should contain this information
    - o Amounts contributed between 01/01/09 and 4/15/09
- r Settlement statement from the purchases and sales of property
- r Copy of stock option agreement(s) & latest statement

EXPENSES

Please gather the following information related to expenses. If copies of invoices have the information needed, you may substitute that instead of filling in this form.

Childcare

Child	Amount paid	Provider's name and address	Provider's EIN/SSN

Medical

(include all paid out-of-pocket as Arizona does not have the 7.5% of AGI threshold of the federal government)

Do not need to break down – categories are to help trigger items to include.

Health Insurance Premiums (paid-out-of-pocket)	______________
Co-pays	______________
Dentist fees	______________
Doctor fees	______________
Lab fees	______________
Prescription drugs & insulin	______________
Eyeglasses & contact lenses	______________
Lodging required for medical care	______________
Nursing or home health care	______________
Cost of improvements to home for medical purposes (e.g. wheel chair ramps)	______________
Other (e.g. stop smoking or weight loss programs if doctor prescribed)	______________
Miles driven for medical purposes	______________

- ❑ Long term care insurance premiums

Interest

- ❑ Mortgage interest (usually Form 1098s)
- ❑ Home equity loan or line of credit interest
- ❑ Investment interest paid

Taxes

- ❑ Real estate taxes (if not taken out of escrow)
- ❑ Vehicle taxes (VLT amount)
- ❑ Any other personal property taxes (boat, trailer, etc.)
- ❑ Sales tax paid on vehicles purchased

Education related

- ❑ Education expenses (tuition, books, supplies, fees, computers)
- ❑ Student loan interest paid
- ❑ Educators[1]: amounts paid for classroom supplies
- ❑ Contributions to a 529 college savings plan
- ❑ Withdrawals from 529 college savings plan

[1] An educator is defined as a K-12 teacher, instructor, counselor, principal, or aide in a school for at least 900 hours during a school year.

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Charity

"Cash" donations (credit card, checks also count as "cash"). Written acknowledgement from the charity is required for any single donation of $250+.

May include 2010 donations made to qualified Haitian Relief charities on 2009 tax return (donation made by March 1, 2010)

Charity	Donation Amount	Did you receive anything of value in return for your contribution? If so, describe with an estimated value.

Non-cash charitable contributions (e.g. Goodwill). Note: must be in "good" condition.

Charity	Fair Market Value	Description of Contribution

Appraisal fees for large non-cash contributions ______________________________

Out-of-pocket expenses for volunteer activities ______________________________

Miles driven for charitable purpose ______________________________

Alimony (spousal support) paid

Do NOT include child support payments. IRS also requires the Social Security Number of the recipient.

Amount Paid ______________ SSN of recipient ____________________________

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Moving (if moved more than 50 miles from old residence to take a new job)

Mileage from old residence to new job ________
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vehicles driven from old residence to new ________
Moving or trucking company ________
Supplies (e.g. boxes, packaging tape) ________
Moving insurance ________
Storage area rental (30 days prior and after) ________
Travel (e.g. airfare to new home) ________
Lodging (during move) ________
Amount reimbursed by company (if any) ________
Dates of move ________

Casualty or Theft Losses

Description of property damaged or stolen ________
Date of casualty or loss ________
Cost of property ________
Fair Market Value of property before casualty or loss ________
Fair Market Value of property after casualty or loss (if loss = $0) ________
Amount spent in repairs to get property into same condition as before casualty ________
Amout of eligible insurance or other reimbursements ________
Appraisal fees ________

Other Misc. Expenses

typically these costs are only deductible in amounts exceeding 2% of your adjusted gross income. So you may not want to include this information if you do not think you will exceed this amount

Tax advice or preparation fees or tax preparation software/books ________
Subscriptions to investment publications ________
Safety deposit box fee ________
Amounts paid to financial or investment advisors ________
IRA set up or administration fees ________
Union dues ________
Job-seeking expenses (resume preparation, mileage) ________
Un-reimbursed employer expenses
- Uniform expenses including cleaning ________
- Safety and protective clothing or gear ________
- Education/courses ________
- Travel ________
- Meals and entertainment ________
- Mileage *(e.g to another job site, between offices, etc.)* ________
- Trade magazine subscriptions ________
- Professional organization dues ________

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RETURN PREPARATION AND DELIVERY OPTIONS

By default, we e-file[2] all eligible returns. You still are provided a hard copy of your tax returns for your files. However, if you do NOT wish to e-file your tax returns, please note that here.[3]

- r Do NOT e-file my tax returns

HOW TO HANDLE REFUND OR PAYMENT

Refunds

- r Direct Deposit

Routing Number	
Account Number	
Checking or Savings Acct	

- r Check

Payments

- r Send in check with 1040-V (payment voucher)
- r ACH Payment[4]

Routing Number	
Account Number	
Checking or Savings	
Date to pay	

- r Credit Card payment[5]
- r Internet payment[6]

Comments or Additional Information

[2] E-filing is the filing of your tax returns electronically. E-filed returns are processed faster with fewer errors. This means quicker refunds and less contact with the IRS. Plus, the IRS acknowledges receipt of IRS e-filed returns that gives taxpayers proof of filing. The electronic payment option lets you file early and either electronically schedule a payment for a future date (paying by direct debit) or delay out-of-pocket expenses (paying by credit card).
[3] There is an additional fee of $15 if returns eligible for e-filing are NOT e-filed.
[4] The electronic payment option lets you file early and either electronically schedule a payment for a future date (paying by direct debit) or delay out-of-pocket expenses (paying by credit card).
[5] An additional fee is charged by the credit card processor.
[6] An additional fee is charged by the internet payment processor.

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