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TAX CHECKLIST FOR PERSONAL TAX RETURNS

Hi:

Tax time again, what fun! In order for us to prepare your return more efficiently, please review the checklist below and use it as a guideline to help organize your tax information. You should submit all of the forms that are applicable to your return and any other pertinent information you deem necessary.

INCOME ITEMS	FORM #	
1.)	W-2	Salaries paid to you by your employer.
2.)	1099-B	Sales of stocks & bonds. **(*)**
3.)	1099-DIV	Dividends Earned.
4.)	1099-G	Unemployment Compensation and/or State or local refund.
5.)	1099-INT	Interest income earned.
6.)	1099-MISC	Self employed earnings or rental income. **(**)**
7.)	1099-R	Distributions from IRAs, pensions, annuities.
8.)	K-1	Earnings from S-Corps, Partnerships, Estates & Trusts.

(*) - For each sale listed on the 1099-B, please provide the related purchase information including amount and date acquired. An Excel spreadsheet is ideal, see **Exhibit A** which follows.

(**) – If you have earnings from self employment or rental income, please provide a list of expenses summarized by category for the year. An Excel spreadsheet is good, see **Exhibit B**.

EXPENSE/DEDUCTION ITEMS		
1.)	1098	Mortgage Interest paid, Points paid
2.)		Real Estate taxes paid, and dates the taxes were paid.
3.)		Contributions/Donations made to charity, cash and/or clothing, etc. -If more than $250 to a particular charity, you must retain a statement from the charity.
4.)		Un-reimbursed medical expenses.
5.)	1098-E/1098-T	Student loan interest paid and/or tuition and fees paid.
6.)	5498	Traditional IRA contribution.
7.)	5498-SA	Health Savings Account contributions.

OTHER ITEMS	
1.)	Any new dependents this year? If so please provide full name, date of birth and social security number.
2.)	If you want your refund electronically deposited to your bank account, provide your bank routing and account number. You can find these numbers at the bottom of your personal check, or you can just send us a voided check.

Please feel free to call for any questions.

Sincerely,

M. Brandon Lehrmann, CPA

Exhibit A
Excel spreadsheet example for stock sales.

If you sold securities this year please be sure to provide the 1099-B from the brokerage firm(s) that held these securities for you. The 1099-B reports the SALES amounts only.

Naturally, we need the PURCHASE/COST amounts so the corresponding gain/loss can be calculated.

Often your brokerage firm will provide the PURCHASE/COST info as an attachment to your 1099-B. If so, be sure to send that to us-there is nothing more you need to do, we'll take care of the rest.

If your brokerage firm does <u>not</u> provide the PURCHASE/COST info, please call your broker and ask him/her to provide.

If your broker does <u>not</u> have the PURCHASE/COST info, you will need to provide yourself to us. Please deliver this to us in the Excel format shown below

You need to provide/figure out

From 1099-B exactly

*** E X A M P L E ***

Name of Stock	Date Purchased	Date Sold	Sale Amount	Purchase Amount	Gain/(loss)
IBM	12/15/02	10/3/xx	5,000	4,000	1,000
CONACO	5/6/05	11/12/xx	7,500	8,200	(700)
PEPSI	1/7/06	6/19/xx	2,000	1,500	500
Totals			**14,500**	**13,700**	**800**

Exhibit B
Excel spreadsheet for Self Employed and Rental Income.

Complete for *Self Employed*:

Type of Business?	
Maintain a home office?	Yes / No
Vehicle(s) utilized for business?	Yes / No
Required to file Forms 1099?	Yes / No
Were all required 1099s filed?	Yes / No / NA

Self Employed Income

Income per 1099-MISC	$
Other Income	$
Total Income	$

Expenses

Advertising	$
Contract Labor	$
Employee Benefit Prgm	$
Family Health Insurance	$
Insurance - Other	$
Interest	$
Legal & Professional	$
Office Expense	$
Rent - Vehicle/Equip	$
Rent - Other	$
Repairs & Maintenance	$
Taxes & Licenses	$
Travel	$
Meals & Entertainment	$
Utilities	$
Wages	$
Other - ______________	$
Total Expenses	$
Profit/(Loss)	$

*** Do Not include fixed assets (computers, furniture, equipment, etc.) in your expenses – list them separately. List the (1) date placed in service, (2) description of the asset, and (3) cost.

Complete for *Rental Income*:

Type of property?	
Street Address?	
Zip?	
% of property you live in?	
Vehicle(s) utilized?	Yes / No
Required to file Forms 1099?	Yes / No
Were all required 1099s filed?	Yes / No / NA

Rental Income

Income per 1099-MISC	$
Income not 1099-MISC	$
Total Income	$

Expenses

Advertising	$
Cleaning & Maintenance	$
Insurance	$
Legal & Professional	$
Management Fees	$
Interest - Mortgage	$
Interest - Other	$
Repairs	$
Supplies	$
Taxes	$
Utilities	$
Other - ______________	$
Other - ______________	$
Other - ______________	$
Other - ______________	$
Other - ______________	$
Other - ______________	$
Total Expenses	$
Profit/(Loss)	$

*** Do Not include fixed assets (improvements, furniture, fixtures, computers, equipment, etc.) in your expenses – list them separately. List the (1) date placed in service, (2) description of the asset, and (3) cost.