TaxpayerServices, LLC
Your Complete Business Solution SM

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2009 Personal Income Tax Organizer

Mailing Address:

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*This organizer is **OPTIONAL**. We find that using the organizer typically results in a bigger refund or smaller balance due, and it also reduces the likelihood of notices; however, we will assist you in preparing your returns no matter what you decide. Please call or email us if you need help with this organizer.*

This first section of the organizer lists the types of documents we need from you in order to prepare your returns. Please send **COPIES** unless otherwise noted, and list the quantity of each form you are sending (***no need to list the amounts from the forms***). If you prefer to fax your documents, please use a cover page listing your full name and the number of pages you are faxing. We do not recommend emailing your documents due to security concerns.

Income Documents to Send

Form	Description	Quantity
W-2	Employee Wages (send originals; keep copies)	
1099-MISC	Non-employee Compensation, Rents, & Royalties	
K-1	S-corporation, LLC, Partnership, & Trust Income	
SSA-1099	Social Security Income	
1099-G	Unemployment Benefits & State Refunds	
-	Annual Brokerage Statements (January through December)	
1099-DIV	Dividends	
1099-INT	Interest Income	
1099-OID	Original Issue Discount	
1099-B	Stock & Bond Sales	
1099-C	Cancellation of Debt Income	
W-2G	Gambling Winnings (send originals; keep copies)	

Documents to Send Continued on Next Page…

Real Estate Documents to Send

Form	Description	Quantity
1098	Mortgage Interest Paid	
1099-S	Proceeds from Sale of Real Estate	
-	Property Tax Statements (current & prior year)	
HUD-1	Real Estate Closing Statement (for each sale and/or purchase)	

Education Documents to Send

Form	Description	Quantity
1099-Q	College Savings Account Distributions	
-	College Savings Account Annual Statement (Jan - Dec)	
-	College Statement of All School Related Charges (Jan - Dec)	
1098-E	College Student Loan Interest Paid	
1098-T	College Tuition Paid (front & back)	
-	Preschool / Daycare Annual Statement of Charges (Jan - Dec)	
-	Receipts for Donations to School Tuition Organizations	
-	Receipts for Donations or Payments to Elementary & High Schools	

Other Documents to Send

Form	Description	Quantity
1098-C	Contributions of Vehicles, Boats, and Airplanes	
2120/8332	Dependency Exemption Agreement	
-	Divorce Decree or Separation Agreement	
-	Government Notices Received During the Year	
-	Health/Medical Savings Account Annual Statement (Jan – Dec)	
1099-SA	Health/Medical Savings Account Distributions	
-	Receipt for Electric or Alternative Fuel Vehicle Purchased	
-	Receipts for Expenses to Improve Energy Efficiency of Your Home	
1099-R	Retirement & Insurance Distributions (send originals; keep copies)	
-	Vehicle Registration Statements (not applicable for IL residents)	

Identifying Info, Direct Deposit & e-file

Identifying Info (SKIP IF NO CHANGES)

	You	Spouse
First Name (exactly as it appears on social security card)		
Last Name (exactly as it appears on social security card)		
Social Security Number		
Date of Birth		
Occupation		
Work Phone		
Cell Phone		
Home Phone		
Phone Number to List on Tax Return		
Email Address		
Current Street Address		
City, State, Zip		

If you were married at any time during 2009, please answer these questions

1) Were you legally married as of December 31, 2009? **Yes** ☐ **No** ☐
2) Were you legally separated from your spouse as of December 31, 2009? **Yes** ☐ **No** ☐
3) Was your spouse unable to care for himself/herself at any time during 2009? **Yes** ☐ **No** ☐
4) Did you pay anyone to take care of your spouse in 2009 while you worked or looked for work? **Yes** ☐ **No** ☐
5) Did you become a widow(er) during 2009? **Yes** ☐ **No** ☐
6) Do you and your spouse prefer to file **Separately** even if you would pay less tax by filing Jointly (e.g., for liability reasons)? **Yes** ☐ **No** ☐

Direct Deposit

If you want your refund (if applicable) Directly Deposited into your bank account, please provide a voided check, as well as the following information:

Name of Financial Institution: ____________________

Routing # ____________ **Account #** ____________ **Type:** Checking ☐ Savings ☐

e-file

Do you want your tax returns to be filed electronically? **Yes** ☐ **No** ☐

Your Dependents

What is a Dependent?

In general, a dependent is:

1) Your relative **OR**
2) A person who lived in your home as a family member for all of 2009 (other than your spouse)

ONLY IF:

a) You provided more than 50% of this person's total financial support in 2009 **OR**
b) You have a multiple support agreement or divorce decree allowing you to claim this person

Multiple Support of Dependent

If you are claiming a dependent…

- Under a multiple support agreement, send a copy of **Form 2120** with your completed organizer
- As the non-custodial parent, send a copy of **Form 8332** with your completed organizer

Dependent Care

If you paid anyone in 2009 to take care of one or more of your dependents while you worked or looked for work, please provide the following information for each applicable dependent:

1) Care provider's legal name & address
2) Care provider's tax ID number
3) Amount you paid this care provider in 2009 (do not include tuition payments unless they are for preschool - also, do not include payments for food, clothing, overnight camp, or entertainment)

Dependent Info (SKIP IF NO CHANGES)

If you have more than 2 dependents, please list the following information on a separate sheet of paper for each additional dependent:

	1st	2nd
First Name (exactly as it appears on social security card)		
Last Name (exactly as it appears on social security card)		
Social Security Number		
Date of Birth		
Relationship (e.g., Daughter, Parent)		
College Student in 2009 (Yes or No)?		
Single for all of 2009 (Yes or No)?		
Citizen or resident of the U.S. (Yes or No)?		
List all countries this person was a resident of in 2009		
How many days did this person live with you in 2009?		
What was this person's gross income for 2009?		

General Questions

1)	Did you move in 2009? **If YES, complete the "Moving Expenses" section on Page 7**	**Yes** ☐	**No** ☐
2)	Did you reside in more than 1 state, or earn money in more than 1 state in 2009? **If YES, complete the "State Info" section on Page 7**	**Yes** ☐	**No** ☐
3)	Did you make any quarterly estimated income tax payments for the 2009 tax year? **If YES, complete the "Estimated Payments" section on Page 7**	**Yes** ☐	**No** ☐
4)	Did you have any medical or dental related costs in 2009? **If YES, complete the "Medical & Dental Costs" section on Page 8**	**Yes** ☐	**No** ☐
5)	Did you pay any mortgage interest or other interest related to home ownership in 2009? **If YES, send copies of 2009 year-to-date mortgage & home equity interest statements (e.g., Form 1098)**	**Yes** ☐	**No** ☐
6)	Did you pay any real estate taxes or other property taxes in 2009? **If YES, send copies of property tax statements for tax years 2008 and 2009 and complete "Property Taxes" section on Page 8**	**Yes** ☐	**No** ☐
7)	Did you pay any vehicle registration fees in 2009? (*not applicable for Illinois residents*) **If YES, send copies of your vehicle registration statements showing the amounts paid**	**Yes** ☐	**No** ☐
8)	Did you donate any cash, property, or time to a religious or charitable organization in 2009, or did you donate to the Haiti earthquake relief effort in 2010? **If YES, complete the "Charitable Contributions" section on Page 8**	**Yes** ☐	**No** ☐
9)	Did you pay expenses in 2009 that were related to your current job or to searching for a job? (*not applicable to business owners*) **If YES, complete the "Job Related Expenses" section on Pages 9-10**	**Yes** ☐	**No** ☐
10)	Did you or any of your dependents make any payments or donations to a school in 2009? **If YES, complete the "School Payments" section on Page 11**	**Yes** ☐	**No** ☐
11)	Did you or any of your dependents have any outstanding college loans in 2009? **If YES, complete the "College Loans" section on Page 11**	**Yes** ☐	**No** ☐
12)	Did you contribute to or take distributions from an education savings account in 2009? **If YES, send COPIES of annual statements showing amounts contributed or distributed**	**Yes** ☐	**No** ☐
13)	Did you pay any margin interest or other investment related expenses in 2009? **If YES, complete the "Investment Expenses" section on Page 11**	**Yes** ☐	**No** ☐
14)	Did you buy or sell any stocks or bonds in 2009 (*exclude IRA and other retirement plan transactions*)? **If YES, complete the "Stocks & Bonds" section on Page 12**	**Yes** ☐	**No** ☐
15)	Did you exercise any *employer* stock options or receive any stock option grants in 2009? **If YES, complete the "Employer Stock Options" section on Page 12**	**Yes** ☐	**No** ☐
16)	Did you contribute to a non-employer retirement plan in 2009 or will you do so by 4/15/2010? **If YES, complete the "Retirement Plan Contributions" section on Page 13**	**Yes** ☐	**No** ☐
17)	Did you take a distribution from a retirement plan in 2009? **If YES, complete the "Retirement Plan Distributions" section on Page 13**	**Yes** ☐	**No** ☐
18)	Did you convert all or part of a traditional IRA into a Roth IRA in 2009 or vice versa? **If YES, provide details on a separate sheet of paper**	**Yes** ☐	**No** ☐
19)	Did you refinance a mortgage or any other loan secured by real property in 2009? **If YES, send a copy of the closing statement (HUD-1)**	**Yes** ☐	**No** ☐
20)	Did you own any vacation homes in 2009? **If YES, list the address of each vacation home on a separate piece of paper**	**Yes** ☐	**No** ☐
21)	Did you own any rental properties in 2009 (including vacation homes that were rented out)? **If YES, complete the "Rental Properties" section on Page 14**	**Yes** ☐	**No** ☐

General Questions Continued

22) Did you sell a home or any other real property in 2009 (including a "short sale")? **Yes** ☐ **No** ☐
If YES, send a copy of the HUD-1 *(and 1099-S or 1099-C, if* applicable) and complete the "Real Estate Sales" section on Page 15

23) Did you purchase a home or any other real property in 2009? **Yes** ☐ **No** ☐
If YES, send a copy of the HUD-1 and complete the "Real Estate Purchases" section on Page 15

24) Was your home foreclosed upon in 2009? **Yes** ☐ **No** ☐

25) Were you a party to a like-kind exchange transaction in 2009? **Yes** ☐ **No** ☐

26) Did you receive independent contractor income or other non-employee compensation in 2009? **Yes** ☐ **No** ☐
If YES, read and complete the "Sole Proprietors" section on Pages 16-18

27) Did you start or run your own sole-proprietorship type business in 2009?
(this does not pertain to an ownership interest in a partnership, LLC, or corporation) **Yes** ☐ **No** ☐
If YES, read and complete the "Sole Proprietors" section on Pages 16-18

28) Did you own an interest in a partnership, LLC, S corporation, or trust in 2009? **Yes** ☐ **No** ☐
If YES, send copies of all K-1s you receive

29) Have you ever been divorced or separated? **Yes** ☐ **No** ☐

30) Did you pay or receive alimony in 2009? **Yes** ☐ **No** ☐

31) Did you receive any dependent care benefits from your employer in 2009? **Yes** ☐ **No** ☐

32) Did you adopt a child or begin adoption proceedings in 2009? **Yes** ☐ **No** ☐

33) Could you be claimed as a dependent by another person in 2009? **Yes** ☐ **No** ☐

34) Did you purchase a vehicle in 2009? **Yes** ☐ **No** ☐
If YES, send a full, legible copy of the receipt for the vehicle you purchased

35) Did you incur expenses to related to energy efficiency or alternative energy in 2009? **Yes** ☐ **No** ☐
If YES, send full, legible copies of the receipts for all energy efficiency and alternative energy expenses you incurred

36) Did you receive any royalties or operate a farm in 2009? **Yes** ☐ **No** ☐

37) Did you receive a damage award or settlement income in 2009? **Yes** ☐ **No** ☐

38) Did you receive any disability payments in 2009? **Yes** ☐ **No** ☐

39) Did you reside in, receive income from, or pay taxes to a foreign country in 2009? **Yes** ☐ **No** ☐

40) Did you have authority over a financial account in a foreign country in 2009? **Yes** ☐ **No** ☐

41) Were you a grantor to or transferor of a foreign trust in 2009? **Yes** ☐ **No** ☐

42) Did you make gifts totaling more than $13,000 to any individual in 2009? **Yes** ☐ **No** ☐

43) Did you pay an individual for domestic services (e.g., nanny) in 2009? **Yes** ☐ **No** ☐

44) Did you have an insurable loss or theft loss in 2009 that will not be fully reimbursed? **Yes** ☐ **No** ☐

45) Were any of your debts cancelled or forgiven in 2009? **Yes** ☐ **No** ☐
If YES, send copies of all forms 1099-C you received

Moving Expenses

(Complete this section if you answered YES to Question 1 on Page 5)

1) Were you employed full time at the same job for at least 39 weeks immediately following your move, or do you expect to be? **Yes** ☐ **No** ☐

2) What address did you move from? ____________

3) What is the address of your previous job or work location? ____________

4) What is the address of your new job or work location? ____________

5) How much did YOU pay in 2009 (including amounts charged to your credit card) for transportation and storage of your household items? ____________

6) How much did YOU pay in 2009 for travel and lodging expenses while moving, including amounts charged to your credit card (do not include the cost of meals)? ____________

7) If you are expecting reimbursement from your employer in 2010 for some or all of the moving expenses you listed above, how much are you expecting? ____________

State Info

(Complete this section if you answered YES to Question 2 on Page 5)

State	Date Entered	Date Departed	Amount Earned	Source of Income

Estimated Payments

(Complete this section if you answered YES to Question 3 on Page 5)

Do not include extension payments or payments you made with your 2008 income tax return.

Federal Payments (U.S. Treasury)

Date Paid	Amount	For	Due
________	________	1st Qtr '09	4/15/09
________	________	2nd Qtr '09	6/15/09
________	________	3rd Qtr '09	9/15/09
________	________	4th Qtr 09	1/15/10

State Payments

Date Paid	State	Amount	For	Due
________	____	________	1st Qtr '09	4/15/09
________	____	________	2nd Qtr '09	6/15/09
________	____	________	3rd Qtr '09	9/15/09
________	____	________	4th Qtr 09	1/15/10

If you made payments to more than 1 state, list the additional information on a separate sheet of paper

Medical & Dental Costs

(Complete this section if you answered YES to Question 4 on Page 5)

1) How many miles did you drive in 2009 for medical purposes? ______

2) List health-related expenses you paid in 2009 for yourself, your spouse, and your dependents (identified on Page 2). Include co-payments to physicians, pharmacies, etc. However, **DO NOT INCLUDE** any insurance premiums that were withheld from your paycheck on a pre-tax basis or any expenses that were (or will be) reimbursed from any type of tax-advantaged account (e.g., Health Savings Account).

Prescription medications	______	Long-term healthcare	______
Health & dental insurance	______	Medicare part-B premiums	______
Doctors, dentists, etc.	______	Medical equipment & supplies	______
Hospitals, clinics, & lab fees	______	Contributions to a Health Savings Account	______
Contacts & eyeglasses	______	Other (List details on separate sheet of paper)	______

Property Taxes

(Complete this section if you answered YES to Question 6 on Page 5)

1) Send copies of any **property tax notices** you received from your county assessor in 2009.

2) List all real estate and personal property taxes you paid in 2009:

Payment Date	Remitted To	Amount
______	______	______
______	______	______

Charitable Contributions

(Complete this section if you answered YES to Question 8 on Page 5)

1) Miles driven in 2009 to perform work on behalf of a charitable or religious organization: ______

2) Unreimbursed expenses incurred while providing services to a charitable or religious organization: ______

3) On a separate sheet of paper, list each donation you made during 2009 to a qualified charity or religious organization. Include membership dues you paid to belong to a church, synagogue, etc. If you made more than one donation to the same organization, list each donation separately. Include:

   1) Date of the donation
   2) Name and address of the charitable or religious organization
   3) Description of what you donated (e.g., cash, clothing, etc.)
   4) Condition of the item(s) donated
   5) Fair market value of the donation (see below)
   6) Value of any goods or services you received in return for your donation.

   For vehicle donations, send a copy of the statement provided by the organization you donated to. For items valued at more than $5,000, send copies of the appraisals.

   Fair Market Value - For most household items and clothing, you can estimate the value based on what the items would sell for in a thrift shop. Your local Goodwill store will send you a free Donation Value Guide. Just call (800) 664-6577 and enter your five-digit ZIP code to contact the Goodwill store serving your area.

Job Related Expenses (Employees Only)

(Read and complete this section if you answered YES to Question 9 on Page 5)

What are Deductible Job Related Expenses?

Job related expenses are generally incurred as a condition of your employment or to search for a job in the same industry you currently work in. You must be able to prove the time, place, business purpose, and amount of all job related expenses.

Did Your Employer Reimburse You?

→ On a separate sheet of paper, indicate whether each of your 2009 employers reimbursed you for your out-of-pocket job related expenses, and if so, indicate whether or not the respective reimbursements were included in your taxable income. If your employer DID NOT reimburse you for your out-of-pocket job related expenses, *OR if your employer did reimburse you AND included the reimbursements in your taxable income*, list these job-related expenses in this section.

Are You an Independent Contractor or a Business Owner?

If you were an independent contractor or sole proprietor in 2009, but not an employee at any time during the year, you should report job related expenses in the "Sole Proprietorships" section. If you were an employee in 2009 with unreimbursed job related expenses, as well as an independent contractor or a sole proprietor in 2009, you should allocate your expenses between this section and the "Sole Proprietorships" section.

Computers, Cell Phones, and Related Expenses

Expenses related to computers, cell phones, and similar equipment are **deductible** as job related **only if you are required** to obtain these items as a condition of your employment and you acquire them for the convenience of your employer. In other words, if your employer requires you to have a laptop but does not provide one, you can generally deduct the cost of purchasing your own laptop.

1) How much did you pay in 2009 for job related cell phone usage? ____________

2) How much did you pay in 2009 for job related Internet access (excluding charges for the main telephone line in your primary residence)? ____________

3) If you purchased any job related equipment in 2009, send copies of the receipts clearly labeled "Job Related Expenses". Each receipt should include the following information:

   a) Purchase Date
   b) Description of Equipment Purchased
   c) Amount Paid for Each Item

   If you did not use the equipment 100% for your job, write the percentage of job related use on the receipt copy.

Education Expenses

Education expenses are deductible as job related only if the education maintains or improves your skills in your current profession without qualifying you for a new profession, or if the education is required by your employer or by law to keep your current salary or position. Do not include education expenses you listed elsewhere in this organizer.

4) How much did you pay in 2009 for job related education? ____________

Entertainment and Gift Expenses

Entertainment and gift expenses are deductible as job related only if there is a bona fide business relationship between you and the person being entertained or receiving the gift. Generally, this includes clients and prospective clients but excludes coworkers and your boss. Additionally, gift expenses are limited to $25 per recipient per year.

5) How much did you pay in 2009 for job related entertainment expenses? ____________

6) How much did you pay in 2009 for job related gift expenses (after $25 limit)? ____________

- Continued on Next Page -

Job Related Expenses

(Continued from Page 9)

Travel Expenses

Travel expenses are deductible as job related only if incurred while traveling on business outside of the metropolitan area in which you normally reside.

7) How much did you pay in 2009 while traveling out of town on job-related business for each of the following?

Transportation	______	Meals	______
Lodging	______	Incidentals (e.g., dry cleaning, tips, etc.)	______

8) On a separate sheet of paper, list the number of days you spent in each city and country you traveled to for job related duties (including travel days); do not include personal days that were not job related.

Vehicle Expenses

9) Provide the following information about the vehicle you use for your job (if you use more than one vehicle for your job, make additional copies of this blank page):

Year	Make	Model	Purchased or Leased?	Date Acquired	Purchase Price

10) Was this vehicle acquired in connection with a trade-in? **Yes** ☐ **No** ☐

11) How many miles was this vehicle driven in 2009? ______

12) How many miles were driven in 2009 for deductible job related purposes? (includes driving roundtrip from regular workplace to a business destination [e.g., client's site, lunch meeting, etc.] or 2nd job, and driving in excess of regular roundtrip commute to a work related destination - DO NOT include miles for commuting from home to regular workplace or for any other personal use, and do not include miles for which your employer reimburses you) ______

A mileage log must generally be maintained to substantiate your job related miles; you can download a free mileage log from:

www.TaxpayerServices.com/downloads

13) How much did you pay in 2009 for job related Parking & Tolls (do not include fees for parking at your regular workplace or tolls incurred during your regular commute)? ______

14) How much did you pay in 2009 for each of the following vehicle expenses?

Gas & Oil	______	License & Registration	______
Insurance	______	Repairs & Maintenance	______
Lease Payments	______	Other (describe)	______

Miscellaneous Job Related Expenses

15) How much did you pay in 2009 for each of the following job related expenses?

Job Search Expenses	______	Subscriptions	______
Licenses	______	Supplies	______
Passport	______	Tools (used up within 12 months)	______
Professional Dues	______	Uniforms (not suitable for use outside work)	______

16) List any other job related expenses on a separate sheet of paper.

School Payments

(Complete this section if you answered YES to Question 10 on Page 5)

College Tuition & Related Fees

1) Send copies of front & back of any **1098-T forms** you receive.

2) How much tuition did you pay in 2009 related to you or your dependents attending a college or university on at least a half-time basis? ______________

3) What amount of tuition related fees did you pay in 2009 so that you or your dependents could attend college on at least a half-time basis (tuition related fees are generally included on tuition bills and must be paid to the school as a condition of enrollment, e.g., student activity fees)? ______________

Donations and Payments to Elementary and High Schools

4) Send copies of all **receipts** evidencing donations or payments you made to public and private elementary and high schools. Receipts should include the following information:

   1) Name and address of the school
   2) Date of donation/payment
   3) Amount donated/paid
   4) Description of donation/payment

Other School Expenses

5) Describe any other school expenses you paid in 2009. Do not include expenses that you did not pay or charge to a credit card in 2009 or for which you were or will be reimbursed by your employer.

____

____

____

College Loans

(Complete this section if you answered YES to Question 11 on Page 5)

1) Send copies of any **1098-E forms** you receive.

2) What amount of Loan Origination Fees did you pay in 2009 related to your or your dependents' college loans (other than amounts reported on Form 1098-E)? ______________

3) What amount of Credit Card Interest did you pay in 2009 related specifically to your or your dependents' college expenses (e.g., tuition & fees, room & board, books, supplies, equipment, and other necessary expenses, like transportation costs)? ______________

4) What amount of your or your dependents' student loan interest was Capitalized in 2009 (i.e., added to the principal balance of the loan)? ______________

Investment Expenses

(Complete this section if you answered YES to Question 13 on Page 5)

1) How much margin interest did you pay in 2009? ______________

2) On a separate sheet of paper, provide details of any other investment expenses you paid in 2009.

Stocks & Bonds

(Complete this section if you answered YES to Question 14 on Page 5)

1) Send copies of all **year-end account statements** and **1099-B forms** you receive.

2) Provide the following info for any non-retirement plan stocks & bonds you sold in 2009:

Date Sold	Number of Shares Sold	Name & Ticker Symbol of Security	Date(s) Acquired	Acquisition Method	Cost or Basis*

*** For help determining cost or basis, see the insert titled "Determining Cost or Basis"**

3) Provide the following info for any short positions you closed in 2009:

Date Closed	Number of Shares Acquired	Purchase Price	Name & Ticker Symbol of Security	Date(s) Sold Short	Sale Price

3) If you had any transactions in 2009 involving publicly traded options that were not provided to you by your employer, provide details for each transaction on a separate sheet of paper, including:

   1) Date the Option was Purchased, Sold, Expired and/or Exercised
   2) Name & Ticker Symbol of Option
   3) Purchase and/or Sale Price of Option
   4) Strike Price
   5) Purchase and/or Sale Price of Underlying Stock

Employer Stock Options

(Complete this section if you answered YES to Question 15 on Page 5)

1) If you received any stock option grants from your employer in 2009, send a copy of each **grant statement**.

2) If you exercised any employer stock options in 2009, list the following information on a separate sheet of paper for each transaction:

   1) Type of Stock Option Plan (Incentive Stock Option Plan or Non-Qualified Stock Option Plan)
   2) Date Options were Granted
   3) Number of Options Granted
   4) Exercise Date
   5) Exercise Price (per option),
   6) Number of Options Exercised
   7) Date Stock was Sold
   8) Number of Shares of Sold
   9) Proceeds from Sale

Retirement Plan Contributions

(Complete this section if you answered YES to Question 16 on Page 5)

1) Provide the following information if you contributed to a non-employer retirement plan in 2009:

Type of Plan (e.g., Roth IRA)	Is it your plan or your Spouse's	Date Contributed	Amount Contributed	Plan Year (2008 or 2009)

2) Provide the following information if you contributed to a non-employer retirement plan in 2010, or if you will do so by April 15, 2010:

Type of Plan (e.g., Roth IRA)	Is it your plan or your Spouse's	Date of Contribution	Amount of Contribution	Plan Year (2009 or 2010)

Retirement Plan Distributions

(Complete this section if you answered YES to Question 17 on Page 5)

Please make copies of this blank page if you received distributions from more than one retirement plan in 2009

1) Send original **1099-R forms** you received showing distributions from retirement plans, annuities, and insurance policies.
2) Identify the source of retirement funds that were distributed to you or rolled over to another retirement plan (e.g., employer's 401k): ____________
3) Did you rollover funds from one retirement plan to another in 2009? **Yes** ☐ **No** ☐
   If YES, answer the remaining questions; if NO, skip the remainder of this section
4) A **direct rollover** is one in which the funds are transmitted directly from one retirement plan to another retirement plan. Was this a direct rollover? **Yes** ☐ **No** ☐
5) If this was not a direct rollover, how many days after you withdrew the retirement funds did you deposit these funds into another retirement plan? ____________
6) What type of retirement plan did you deposit the rollover funds into (e.g., IRA)? ____________
7) How much did you deposit into the rollover retirement plan? ____________

Rental Properties

(Complete this section if you answered YES to Question 21 on Page 5)

Please make copies of this blank page if you owned more than 2 rental properties in 2009

1) Describe your rental activities, and be as detailed and specific as possible (e.g., "I own a residential building with 3 apartments, all of which are rented out. I devote about 10 hours per week to rental activities which include showing the apartments, contracting with new tenants, and collecting rents. I pay a contractor for maintenance").

2) Provide the following information for each rental property you owned in 2009:

		1st Property	2nd Property
a)	Street address, city, and state		
b)	Purchase date & purchase price		
c)	How much rent did you receive in 2009?		
d)	How many days during 2009 did you use this property for personal purposes?		
e)	How many days during 2009 was the property available for rental?		
f)	How many days during 2009 was the property actually rented?		

3) Provide a list of all furniture and equipment you purchased in 2009 for each property, including the date purchased, the purchase price, and a description for each item.

4) How many miles did you drive in 2009 related to your rental property activities? ________

5) List other expenses you paid in 2009 for each rental property identified above

		1st Property	2nd Property
a)	Advertising		
b)	Cleaning & Maintenance		
c)	Insurance		
d)	Management Fees		
e)	Mortgage Interest		
f)	Property Taxes		
g)	Repairs (attach a description of all repairs)		
h)	Telephone & Utilities		
i)	Other Expenses (list on a separate sheet of paper)		

6) If TaxpayerServices **DID NOT** prepare your 2008 income tax returns, and if any of the properties listed above were available for rental on or before December 31, 2008, send copies of the related depreciation schedules showing the following information for each property, as well as each improvement to the property (e.g., new roof), and each item used to furnish or equip the property (e.g., bed, stove, etc.)

a) Acquisition Date
b) In-Service Date
c) Cost (or acquisition basis)
d) Business Use Percentage (e.g., 100%)
e) Property Description
f) Annual Depreciation Calculated (through 12/31/2008)
g) Annual Depreciation Deducted (through 12/31/2008)
h) Adjusted Basis as of 12/31/2008

Real Estate Sales

(Complete this section if you answered YES to Question 22 on Page 6)

Please make copies of this blank page if you sold more than one property in 2009

1) What type of property did you sell (e.g., primary residence, office building, etc.) ____________
2) On what date did you originally purchase the property that was sold? ____________
3) In the 60 months leading up to the date you sold this property, how many months was it your primary residence? ____________
4) Were you the owner of this property for the entire period it was your primary residence? **Yes** ☐ **No** ☐
5) Did you rent out any portion of the property during any of the time you owned it? **Yes** ☐ **No** ☐
6) What was the original purchase price of the property that was sold? ____________
7) How much depreciation did you deduct related to this property (e.g., for a home office)? ____________
8) How much did you pay for major improvements to this property (e.g., new roof, remodeled kitchen, etc.)? ____________
9) Did you sell this property due to a change in place of employment or for health reasons? **Yes** ☐ **No** ☐
10) Why did you sell this property (be as detailed and specific as possible)?

____

____

____

11) Other than this property, have you sold another primary residence within the 2-year period ending on the date this property was sold? **Yes** ☐ **No** ☐

Real Estate Purchases

(Complete this section if you answered YES to Question 23 on Page 6)

Please make copies of this blank page if you purchased more than one property in 2009

1) What type of property did you purchase (e.g., primary residence, office building, etc.) ____________
2) If you purchased a primary residence, was this your first ever purchase of a primary residence? **Yes** ☐ **No** ☐
3) Did you utilize retirement savings (e.g., 401k, IRA, etc.) to make this purchase? **Yes** ☐ **No** ☐
   If YES, provide details below

Sole Proprietors

(Read and complete this section if you answered YES to Question 26 or 27 on Page 6)

When to Use This Section

Complete this section if you were an independent contractor or the owner of a sole proprietorship in 2009 (or if "Statutory Employee" in box 13 of your W-2 was checked). Keep in mind, if you were an employee for any part of 2009, you may need to allocate your business expenses between this section and the Job Related Expenses section of this organizer. **DO NOT complete this section in relation to your ownership interest in a partnership, LLC, or corporation**.

Financial Records (QuickBooks® is a registered trademark of Intuit Inc.)

If you maintain financial records in QuickBooks®, please **submit a full copy of your QuickBooks® datafile** via flash-drive, CD-ROM, or email in lieu of completing the Revenues & Expenses section on the next page. Be sure to note your QuickBooks® version (e.g., Pro 2010) and your username & password.

Substantiation Requirements

You must have the ability to prove the time, place, business purpose, and amount of all business income and expenses. Additionally, for entertainment and gift expenses, you must be prepared to show a business relationship between you and the person being entertained or receiving the gift. Further, gift expenses are limited to $25 per recipient per year.

General Assumptions

Accounting Method - Unless you indicate otherwise, TaxpayerServices assumes that you utilize the **Cash Basis** of Accounting.

Inventory Valuation - If you manufactured or resold any products during 2009, you are required to provide beginning and ending inventory values related to those products as well as the related purchases made during the year (excluding the cost of items removed for personal use). Unless you indicate otherwise, TaxpayerServices assumes that you value your inventory at **Cost** according to the **First-In First-Out** method.

Material Participation - Unless you indicate otherwise, TaxpayerServices assumes you **Materially Participated** in the business during 2009.

New Businesses (skip these questions if you started your business prior to 2009)

If you started your business in 2009, and you incurred expenses prior to the date you began your selling products or services, you need to separately identify these "pre-opening" expenses on the next page

1) Describe your business, and be as detailed and specific as possible (e.g., "I oversee the operation of a quick service restaurant as a franchisee. I lease the space we operate out of and own all of the equipment. We sell food and soft beverages at retail and wholesale (i.e., for resale) from a single location. We purchase all ingredients and related supplies from the franchisor. We prepare all foods and beverages according to methods and recipes licensed to us by the franchisor").

2) On what date did you begin selling products and/or services? ______________

3) What is your Employer ID Number (if you have one)? ______________

4) Business Name (write "N/A" if you use your name): ______________

5) Business Address (write "home" if your home address): ______________

- Continued on Next Page -

Sole Proprietors

(Continued from Page 16)

Inventory

6) Did you manufacture or resell any products in 2009? **Yes** ☐ **No** ☐

7) What was your inventory value as of the close of business on 12/31/2008? ____________

8) What was your inventory value as of the close of business on 12/31/2009? ____________

9) What was the cost of purchases made during the year (exclude items used personally)? ____________

Revenues & Expenses

10) After deducting any refunds issued to customers, how much revenue did the business receive in 2009 (do not include sales taxes you collected and remitted to the government)? ____________

11) How much did you pay or charge to a credit card in 2009 for each of the following business expenses (include purchases made with borrowed funds)

		Pre-Opening	Operating
a)	Accounting and Legal Fees		
b)	Advertising		
c)	Bank Fees		
d)	Commissions & Contract Labor		
e)	Employee Benefits		
f)	Education & Training (to improve skills in your current profession)		
g)	Equipment & Furniture that was Rented		
h)	Fixed Assets that were purchased (e.g., equipment, furniture, real property, software, etc.) - Provide additional detail on next page		
i)	Gifts (limited to $25 per recipient per year)		
j)	Interest		
k)	Liability Insurance		
l)	Licenses & Regulatory Fees		
m)	Meals & Entertainment		
n)	Office Supplies (e.g., paper, postage, etc.)		
o)	Payroll Taxes		
p)	Professional Dues & Subscriptions		
q)	Property Taxes		
r)	Rent (exclude refundable deposits)		
s)	Repairs & Maintenance		
t)	Salaries & Wages (paid to employees; include the gross amount)		
u)	Small Tools & Wares (e.g. protective eyewear, pots & pans, etc.)		
v)	Travel (excluding vehicle expenses)		
w)	Uniforms & Laundry		
x)	Utilities (e.g., electricity, telephone, water, etc.)		
y)	Other (provide listing on a separate sheet of paper)		

- Continued on Next Page -

Sole Proprietors

(Continued from Page 17)

Vehicle Expenses

12) Provide the following information about the vehicle you use for business purposes (if you use more than one vehicle for business purposes, attach additional copies of this page, as necessary):

Year	Make	Model	Purchased or Leased?	Date Acquired	Purchase Price

13) Was this vehicle acquired in connection with a trade-in? **Yes** ☐ **No** ☐

14) How many miles was this vehicle driven in 2009? ____________

15) How many miles was this vehicle driven in 2009 for business? (includes driving roundtrip from regular workplace to a business destination [e.g., client's site, lunch meeting, etc.], and driving in excess of regular roundtrip commute to a business related destination - DO NOT include miles for commuting from home to regular workplace or for any other personal use - however, if your home is your principal place of business, include miles for driving from your home to any business destination) ____________

A mileage log must generally be maintained to substantiate your business miles; you can download a free mileage log from:

www.TaxpayerServices.com/downloads

16) How much did you pay in 2009 for business related Parking & Tolls (do not include fees for parking at your regular workplace or tolls incurred during your regular commute)? ____________

17) How much did you pay in 2009 for each of the following vehicle expenses?

Gas & Oil	____________	License & Registration	____________
Insurance	____________	Repairs & Maintenance	____________
Lease Payments	____________	Other (describe)	____________

18) How much did you pay in 2009 to reimburse your employees, according to the terms of an accountable plan, for business related vehicle expenses? ____________

Fixed Assets

19) Provide the following information about each fixed asset you purchased in 2009 for business use:

Purchase Date	Purchase Price	Detailed Description	What is this Asset Used For?	Percentage of Business Use

20) Provide the following information about each fixed asset you sold or disposed of in 2009:

Sale Date	Sale Price	Accumulated Tax Depreciation	Sold To	Your Relationship to This Person