

ADAMS and HOOK, CPA's, LLP
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2011 Individual Income Tax Data Organizer

AIH2011ITDQues

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Personal Data: (FIRST YEAR CLIENTS ONLY-- or For Specific Changes)

Name: _____ Spouse's Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Your SS#: _____ Spouse's SS# _____
 Telephone: Home _____; Work _____
 ***NEW email address needed: _____@_____

Marital Status at 12-31: Married; Single; Widowed; Head of House; Other _____
 Date of Birth: Taxpayer ___/___/___; Spouse ___/___/___ (Watch who gets this...Identity Theft!!) Presidential Election: Yes or No

Dependent Children:**

NAME	SS#	Date of Birth	Please answer Y for YES and N for No				Income over \$3,700
			More than 50% Support?	Married Filing Jointly?	Full Time Student		
_____	_____	_____	_____	_____	_____	_____	

** Did your dependent under 19 years old*** have \$950. or more income? Yes or No. [Income over \$1,900 = parents tax rate]

***or a full time student under age 24

If the answer is YES an income tax return will likely be due.

Other Dependents:

NAME	SS#	Relationship	Months Lived in Your Home	Please answer Y or N	
				Income over \$3,700	More than 50% Support?
_____	_____	_____	_____	_____	_____

REQUIRED AREA:

Payments and Refunds of Income Taxes:

"Do NOT include withholding taxes reported on Form W-2"

	FEDERAL		STATE	
	Date Paid	Amount	Date Paid	Amount
2010 4th Quarter Installment	___/___/2011	\$ _____	___/___/2011	\$ _____
2010 tax paid in 2011 with 2010 Form 1040	___/___/2011	\$ _____	___/___/2011	\$ _____
2011 Estimated Taxes:				
Overpayment from 2009-Form 1040	___/___/2011	\$ _____	___/___/2011	\$ _____
Paid 4-15-2011	___/___/2011	\$ _____	___/___/2011	\$ _____
Paid 6-15-2011	___/___/2011	\$ _____	___/___/2011	\$ _____
Paid 9-15-2011	___/___/2011	\$ _____	___/___/2011	\$ _____
Paid 1-17-2012 or 12-___-2011	___/___/2012	\$ _____	___/___/2012	\$ _____
Tax refunds received in 2011	___/___/2011	\$ _____	___/___/2011	\$ _____
Tax payments made in 2011 for year _____	___/___/2011	\$ _____	___/___/2011	\$ _____

*Interest paid or received should be listed elsewhere.

EARNINGS/INCOME

Compensation: Attach ALL W-2, W-2P, 1099-R, etc. forms.
Interest Income: Attach ALL 1099-Int and/or Brokerage statements.
 *Note: ALL tax exempt must be listed also.
Dividend Income: Attach ALL 1099-Div. and/or Brokerage statements.
 *Be sure ALL capital gains and Non-taxable distributions are noted.
Business Income (Schedule C or F): Bring all pertinent data along with your completed year end business questionnaire sheet answers.
 Vehicle standard mileage for 2011 is \$.51 per mile thru 6-30-2011; \$.555 per mile thru 12-31-2011

Sale of Stocks/Bonds, etc. (Schedule D):

Include Description; Date Acquired; Date Sold; Purchase Cost; Sales Price.

North Carolina clients only: Watch out-of-state 'USE TAXES' and advise us if you have any reportable items! (Big brother is Watching!)

continued on next page....

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IAF 2011 ITD Ques1

EARNINGS/INCOME -- Continued

Sale of Personal Residence (only if taxable): For gains over \$250,000 single; \$500,000 married filing joint.

**Limited to one exclusion every two years..watch this! Pitfalls still abide here. Dep'n recapture after 5-6-1997, WATCH THIS!

Installment Sales (Form 6252): Bring ALL details including amortization schedule.

Rent/Royalty Income (Schedule E): Bring details!

Partnership/S Corporations/Estates and Trusts: Bring K-1 forms!

Pension or Annuity Income (including IRA rollovers): Bring details!

Other Income:
Bring details and note whether 'Self-employment' or other.

Adjustments to Income:

Alimony: Received from _____ SS#: _____

Penalties from "early withdrawal of savings" \$ _____.

Individual Retirement Accounts and Keogh's:

Amount contributed: \$ _____ or maximum allowable.

**Make a special note of any 'non-deductible' IRA contributions: \$ _____.

Self employed health/hospitalization insurance premiums: \$ _____.

ITEMIZED DEDUCTIONS:

Medical: Drugs \$ _____; Hosp. Ins. \$ _____; Drs., dentists, etc. \$ _____;

Long Term Care Ins. (Taxpayer) \$ _____; (Spouse) \$ _____.

Mileage _____ @ \$.19 per mile thru 6-30-11; \$.235 per mile thru 12-31-11.

Less reimbursements made in 2011 \$ _____.

Taxes: Property (Real and Personalty) \$ _____; State Income: AUTOMATIC.

NEW: Sales taxes paid (if large purchases and/or no State income taxes). Limited Usage! \$ _____

Interest Expense:

Home mortgage interest (must equal Form(s) 1098): \$ _____.

Points paid and qualified per Form 1098 for 2011 \$ _____.

Consumer/Personal Interest: \$_XXX. (NOT deductible for 2011).

Investment Interest: Description and \$ _____.

Charitable Contributions: NEW...ALL cash contributions must have charity receipt or bank record!

Under \$3,000. per organized charity equals \$ _____. Proof of payment for ALL 'cash' gifts required!

Over \$3,000. list "To whom" and \$ _____.

Complete details needed for charitable mileage deduction (\$.14 per mile).

Non Cash: \$500. limit unless Form 8283 completed. Effective 8-17-06: must be "good used condition or better".

Casualty Losses: (i.e. Auto accidents, etc.) - Please note if Hurricane disaster area.

Fair market value of property BEFORE casualty \$ _____.

Insurance proceeds, if any \$ _____.

Less: 10% of your adjusted gross income: AUTOMATIC by computer.

Moving expenses: Form 3903 details needed! [Standard mileage \$.19 per mile in 2011]

Employee Business Expenses: Form 2106 details needed! [Truckers: \$17 per meal (limit 3 per day) thru 12-31-2011 w/20% exclusion]

Auto expenses: Mileage: No. of months used; Total miles; Bus. Miles; Commuting Miles.

Standard mileage rate thru 6-30-11 is \$.51 per mile; \$.555 per mile thru 12-31-2011.

Child Care Credit, Education Credits, Adoption Credit and Educator Credit for school supplies (Max \$250.)

Please supply details for all especially 'Hope and Lifetime Learning' credits.

VERIFICATION OF INFORMATION:

Each taxpayer/client attests they have supporting documentation for every item(s) listed on this organizer.

GIFTS:

If you made gifts with a fair market value of \$13,000. or more, you must file a Gift tax

return. Please bring details with you. For Form 709 and State Gift return (if applicable) due April 15, 2012.

(Maximum gift unified credit is \$5,000,000-thru 1-1-2013) [Annual gift exclusion for 2012 remains at \$13,000]

NOTES/Questions: _____

We highly recommend filing Form 709 and (NC G-600-ended 12-31-09) even if no gift taxes are due. This makes the Statute of Limitations begin running and locks the open time to three years.

Are you interested in having ADAMS and HOOK assist with an Estate Plan for you? Yes ___ or No ___

We have a four (4) page printed questionnaire to assist in this area or at www.adams-hook.com; click 'Client' button.

Be sure to visit our website at: www.adams-hook.com

Please refer your friends and family (non-clients) to **SelfTaxPrep®.com** — "TRY IT FREE"
for online tax preparation. As low as \$0.00 [Federal return only] including electronic filing! Visit: www.selftaxprep.com.