

2012 TAX DATA CHECKLIST

(What To Provide Us For Your Income Tax Return Preparation)

1. A completed **Tax Organizer**. (Feel free to write notes on any of these pages.) Please complete the questionnaire in the front of the organizer. Please call if you did not receive an organizer and would like one. For new clients, you may go to the "Tax Savings" section of our website (www.fkco.com) to obtain a blank Organizer.
2. Copies of your **2011 Federal & State income tax returns** (*new clients only*)
3. **Form W-2s**. Include all original forms; originals will be returned to you.
4. Record of **Portfolio and Other Income** (Form 1099s)
 - a. Interest and dividend income from checking, savings, money market and brokerage accounts
 - b. Capital gain and loss transactions from stocks and bonds (include brokerage account and mutual fund statements)
 - c. Non-employee compensation, directors' fees, etc.
5. **IRA and/or other Pension Contributions** made in 2012 and 2013 relating to the 2012 tax year.
6. **Closing Documents** (Settlement Statements) from the purchase, sale and/or refinance of residence or any other real estate investment property
7. All **Schedule K-1s** (from Partnerships, S Corporations and Trusts)
8. Itemized Deductions:
 - a. **Medical** expenses, including health insurance premiums
 - b. Real Estate and Personal Property **Taxes** (cars, trucks, trailers, etc.)
 - c. **Interest** on residential mortgages, including home equity loans
 - d. **Interest** on other loans separated, showing use of proceeds
 - e. **Charitable Contributions**, separated between cash and non-cash (including documentation for contributions of \$250 or more)
 - f. **Casualty and theft losses**
 - g. **Tax preparation fee** for last year's income tax returns
 - h. Unreimbursed Employee **Business Expenses**, including meals, travel, entertainment, meals and business gifts
 - i. **Auto** expenses, including business, commuting and personal miles
9. **Moving** expenses and reimbursements
10. **Child Care** expenses, including provider's name, address and SS/EIN
11. Federal and State **Estimated Tax Payments** made for the 2012 tax year.
12. Signed copy of your engagement letter.

Please remember...summarizing the above tax data in an organized fashion will save time and tax preparation expense.