



**TARYLE ACCOUNTING, CPA PLLC**  
CERTIFIED PUBLIC ACCOUNTANT

14500 N. Northsight Blvd., Suite 133  
Scottsdale, Az 85260

Office: 480-948-9510  
Fax: 480-948-9530

Email: [info@tacpas.com](mailto:info@tacpas.com)  
[www.tacpas.com](http://www.tacpas.com)

This Tax Organizer is designed to help you collect and report the information needed to prepare your 2011 individual income tax return. **If you have any business entities other than LLCs treated as sole proprietorships, please complete the Business entity organizer for the information that applies to those entities.** The attached worksheets cover income, deductions, and credits and will help in the preparation of your tax return by focusing attention on your special needs.

Please enter your 2011 information in the designated areas on the worksheets. If you need to include additional information you please include additional pages.

Note: The General Questions and Business/Investment Questions worksheets include a variety of questions designed to assist in completing your tax return. If you answer yes to any of the questions, be sure to provide the applicable details.

Please provide the following information:

- ✓ Signed copy of the tax engagement letter
- ✓ A copy of your 2009 & 2010 tax returns (if not in our possession) and QuickBooks files if available.
- ✓ Original Form(s) W-2.
- ✓ Schedule(s) K-1 showing income or loss from partnerships, S corporations or estates or trusts.
- ✓ Copies of other compensation or pension documentation, such as Form 1099-MISC Form 1099-R.
- ✓ Form(s) 1099 or statements reporting dividend and interest income. Brokerage statements showing transactions for stocks, bonds, etc.
- ✓ Form(s) 1098 reporting interest paid) copies of real estate tax bills and other information relating to real property holdings.
- ✓ Copies of closing statements regarding the sale or purchase of real property
- ✓ All other information notices you received, or any items you have questions about.

Thank you for taking the time to complete this Tax Organizer.

# 2011 TAX ORGANIZER

## Taxpayer Information

Last name \_\_\_\_\_

First name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Social security number \_\_\_\_\_

Date of birth \_\_\_\_\_

Occupation \_\_\_\_\_

Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Fax Number \_\_\_\_\_

## Spouse Information

Last name \_\_\_\_\_

First name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Social security number \_\_\_\_\_

Date of birth \_\_\_\_\_

Occupation \_\_\_\_\_

Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Dependents

First Name Last Name	MI Suffix	SSN Relationship	Date of Birth	Months lived with Taxpayer	Child Care Expenses

## General Questions

	Yes	No
1 Did you purchase a motor vehicle or boat during 2011? <i>If yes, attach documentation showing sales tax paid.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2 Did your marital status change during 2011? If yes, explain: _____	<input type="checkbox"/>	<input type="checkbox"/>
3 Were you or your spouse permanently and totally disabled in 2011?	<input type="checkbox"/>	<input type="checkbox"/>
4 Do you have dependents who must file?	<input type="checkbox"/>	<input type="checkbox"/>
5 Do you have children under age 24 with investment income greater than \$1800?	<input type="checkbox"/>	<input type="checkbox"/>
6 Did you provide over half the support for any other person during 2011?	<input type="checkbox"/>	<input type="checkbox"/>
7 Did you incur adoption expenses during 2011?	<input type="checkbox"/>	<input type="checkbox"/>
8 Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution?	<input type="checkbox"/>	<input type="checkbox"/>
9 Did you convert all or part of a regular IRA into a Roth IRA?	<input type="checkbox"/>	<input type="checkbox"/>
10 Did you receive any disability payments in 2011?	<input type="checkbox"/>	<input type="checkbox"/>
11 Did you operate an unincorporated business? <b>Please complete the Sole Proprietor Business Income and Expense Organizer.</b>	<input type="checkbox"/>	<input type="checkbox"/>
12 Are you a Realtor who receives a 1099 under your social security number? <b>Please complete the Realtor Income and Expense Organizer.</b>	<input type="checkbox"/>	<input type="checkbox"/>
13 Did you start or operate an S corporation, Partnership or Limited Liability Company in 2011? <b>If yes please complete the business entity organizer.</b>	<input type="checkbox"/>	<input type="checkbox"/>
14 Did you use an automobile for your business in 2011? <b>Please complete the Car and Truck Organizer</b>	<input type="checkbox"/>	<input type="checkbox"/>
15 Did you maintain a home office in 2011? <b>Please complete the Home Office organizer</b>	<input type="checkbox"/>	<input type="checkbox"/>
16 Did you receive tip income not reported to your employer?	<input type="checkbox"/>	<input type="checkbox"/>
17 Do you own rental or investment real estate? <b>Please complete the Rent and Royalty Income and Expense Organizer for each property And include purchase documents and mortgage interest statements.</b>	<input type="checkbox"/>	<input type="checkbox"/>
18 Were you a first time home buyer in 2008?	<input type="checkbox"/>	<input type="checkbox"/>
19 Did you buy, sell or refinance a principal residence or other real property in 2011 <i>If yes, attach closing or escrow statements (HUD 1).</i>	<input type="checkbox"/>	<input type="checkbox"/>
20 Did you invest in oil and gas? If yes please send K-1 or 1099	<input type="checkbox"/>	<input type="checkbox"/>
21 Did you invest in any partnerships? If yes, please send K-1(s) <b>(K-1s typically come late so please send everything else in first then send the K-1s when you get them later.)</b>	<input type="checkbox"/>	<input type="checkbox"/>
22 Did you incur any casualty or theft losses during 2011?	<input type="checkbox"/>	<input type="checkbox"/>
23 Did you incur any non-business bad debts?	<input type="checkbox"/>	<input type="checkbox"/>
24 Did you pay any individual for domestic services in 2011?	<input type="checkbox"/>	<input type="checkbox"/>
25 Did you buy or sell any stocks or bonds in 2011? <b>Please complete Sales of Stocks and Securities Organizer</b>	<input type="checkbox"/>	<input type="checkbox"/>
26 Did you use the proceeds from Series EE or I U.S. savings bonds purchased after 1989 to pay for higher education expenses?	<input type="checkbox"/>	<input type="checkbox"/>
27 Did you incur any moving expenses? If yes, attach details	<input type="checkbox"/>	<input type="checkbox"/>
28 Did you receive any income not included in this Tax Organizer? If yes, please attach information	<input type="checkbox"/>	<input type="checkbox"/>
29 Were you notified by the IRS or state taxing authority of changes to a prior year's return? <b>If yes, enclose copy of notice or report.</b>	<input type="checkbox"/>	<input type="checkbox"/>
30 Do you expect your income and deductions in 2012 to be the same as 2011? <i>If no, attach explanation of changes expected.</i>	<input type="checkbox"/>	<input type="checkbox"/>
31 If you paid any alimony, enter recipient's SSN: _____ Alimony paid: _____		
32 Enter your state of residence Taxpayer _____ Spouse _____		

- 33 Did you have foreign income or pay foreign taxes in 2011?
- 34 **VERY IMPORTANT** At any time during the year did you have an interest in or signature or other authority over a bank account, other financial account in a foreign country, a foreign entity, stocks or securities issued by a non-US person or any financial interest or contract held for investment that has a non-US issuer?
- If yes please complete Foreign Asset Reporting Organizer. Please note under new rule failure to report these foreign assets will result in a penalty of \$10,000 plus \$10,000 per month until reported**
- 35 Did you purchase an electric vehicle in 2011?
- 36 Were any of your properties foreclosed or short-sold – include your personal residence?  
**If yes attach forgiveness of debt organizer**
- 37 Did you file for bankruptcy, or have a bankruptcy filing discharged, in 2011?
- 38 Did you modify any mortgages or Loans
- \*If yes, please provide details

**Electronic Filing and Direct Deposit of Refund** Yes No

Federal law now requires that we e-file all eligible returns

The Internal Revenue Service is able to deposit many refunds directly into taxpayer's accounts.

If you receive a refund would you like direct deposit

If you have a tax balance due, would you like to have the amount debited from your account?

**If yes, please provide a voided check (not a deposit slip).**

What type of account is this Checking  Savings

**Estimated Tax Paid**

Date	Federal	State____	State____	Local____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Additional Information** (Enter any additional information here and attach any documents.)

**CHILD AND DEPENDENT CARE & EDUCATION EXPENSES**

**Attach Form(s) 1098-T Tuition Statement**

<b>Child and Dependent Care Provider Expenses</b>				
Name	Address	Id Number	Phone Number	Amount Paid
-----	-----			
-----	-----			
-----	-----			

<b>Education Tuition and Fees</b>				
Students First Name	Students Last Name	MI	SSN	Qualified Expenses

**Attach Interest Statement  
Student Loan Interest Paid**

Enter total 2011 qualified student loan interest

Taxpayer \_\_\_\_\_  
Spouse \_\_\_\_\_

**Attach Form(s) W-2 –Wages, Salaries, Tips and Other Compensation**

Employer Name

You

---

---

---

Spouse

---

---

---

**Attach Form(s) 1099-INT – Interest Income**

1099-INT Payer Name

---

---

---

---

---

---

---

---

**Interest You Received But You Did Not Receive a 1099**

Payer Name

Interest Received

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

**Attach Form(s) 1099-DIV – Dividend Income**

1099-DIV Payer Name

---

---

---

---

**Attach Any Form 1099-INT or 1099-DIV issued to you children**

Childs Name

1099 Payer Name

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

**Attach Form(s) 1099-B, Sales of Stocks, Bonds and Securities**

1099-B Issuer

---

---

---

---

---

---

---

Please complete the Sales of Stocks and Securities Organizer. The organizer can be found at [http://www.tacpas.com/Tax Organizer.html](http://www.tacpas.com/Tax_Organizer.html)

**Attach Form(s) 1099-S, Sales Real Estate**

Address of property sold

---

---

---

---

---

---

---

Please also attach the HUD-1 closing statement for both the purchase and sale of the property. If you did a 1031 exchange then also attach a copy of the report from Qualified Intermediary.

**Attach Form(s) 1099 - C, Cancellation of Debt Income**

Attach any additional information

---

---

**Attach Form(s) 1099 - A, Abandonments**

Attach any additional information

---

---

**Attach Form(s) 1099-R — Distributions from Pensions, Annuities, Retirement, Profit-Sharing, IRAS, etc**  
1099-R Payer Name

---

---

---

---

---

**Attach Form(s) SSA-1099— Social Security/Railroad Benefits**

	<b>Taxpayer</b>	<b>Spouse</b>
Social Security Benefits from Form SSA-1099	_____	_____
Railroad Retirement Benefits from Form RRB-1099	_____	_____
Medicare B premiums withheld	_____	_____

**Other Government Forms to attach:**

Form(s) 1099-G — Certain Government Payments (including unemployment compensation), Form(s) W-2G — Gambling or Lottery Winnings, Form(s) 1099-0 — Payments from Qualified Education Programs

**Other Income:**

Alimony, jury duty, unreported tips, disability Income, etc.

---

---

---

---

---

---

**Attach Form(s) 1099-MISC – Miscellaneous Income**

1099-MISC Payer Name

---

---

---

---

---

---

**NEW FORM 1099-K** beginning this year you may receive this new type of 1099 if you accept credit card or other forms of electronic payments, including payments from PayPal and EBay, for your business or rental property

1099-K Payer Name

---

---

---

---

---

---

**If you have a Sole Proprietorship Business (this includes Single Member Disregarded LLCs) please complete the Sole Proprietor Income and Expenses Organizer. The organizer can be found at [http://www.tacpas.com/Tax Organizer.html](http://www.tacpas.com/Tax_Organizer.html)**

**Taxpayer**

**Spouse**

**Retirement Plan Contributions**

Traditional IRA contributions made for 2011

\_\_\_\_\_

\_\_\_\_\_

Roth IRA contributions made for 2011

\_\_\_\_\_

\_\_\_\_\_

SEP, Individual 401(k) or SIMPLE Contributions

\_\_\_\_\_

\_\_\_\_\_

**Educator Expenses**

\_\_\_\_\_

\_\_\_\_\_

(Eligible educators may deduct up to \$250 for books, supplies and materials used in their class room. An Eligible educator is a person who is a K – 12<sup>th</sup> grade teacher, instructor, counselor, principle or aide who spends at least 900 hours per school year)

**Health Savings Account Contribution**

(Please attach form 5498-SA)

\_\_\_\_\_

**Health Savings Account Distribution**

(Please attach form 1099-SA)

\_\_\_\_\_

**Medical and Dental Expenses**

**Amount**

Prescription medications	_____
Health insurance premiums	_____
Doctors, dentists, etc	_____
Hospitals, clinics, etc	_____
Eyeglasses and contact lenses	_____
Miles driven for medical purposes	_____
Other medical and dental expenses:	_____
_____	_____
_____	_____

**Taxes**

Real estate taxes paid on principal residence	_____
Real estate taxes paid on additional homes or land	_____

**Please note for property taxes paid in California please include a copy of your property tax bill. Some parts of your property tax may no longer be deductible in California. The state will be conducting audits on this issue.**

Auto license registration fees based on the value of the vehicle	_____
Other personal property taxes	_____

**Interest Expenses**

Home mortgage interest paid on personal residence or vacation home **(not investment properties) – Attach Form(s) 1098. Lenders Name.** Please note that you may only deduct interest on acquisition mortgages of \$1,000,000 or less and home equity loans of \$100,000 or less. Please indicate loans over these limits

_____	_____
_____	_____
_____	_____

Points paid on loan to buy, build or improve main home	_____
<b>Lenders Name</b>	_____
_____	_____
_____	_____

## Rules for deducting charitable contributions.

The rules for charitable deductions have become much stricter than in past years.

### For Cash and Credit Card Contributions

No deduction will be allowed for contributions of cash, checks, or other monetary gifts, *regardless of the amount*, unless you have either 1) a bank record (canceled check), 2) a receipt, letter or other written communication from the donee, indicating the donee's name, and the contribution date and amount.

For contributions of \$250 or more must be substantiated by a contemporaneous written acknowledgement from the donee. Generally the acknowledgement must contain the amount of the contribution and a good-faith estimate of the value of any goods or services received in exchange for the contribution.

### For Non-Cash Contributions

Donations of clothing or household items that are not in "good" used condition or better will only be allowed if the item has a value of more than \$500 and a qualified appraisal is attached to the return. The donation of qualified vehicle (car, truck, boat or aircraft) valued at over \$500 must be substantiated with a form 1098-C issued by the donee. The form 1098 must be attached to the tax return.

For donations with a value of less than \$250 you must have a receipt from the donee indicating the donee's name, the date and location of the donation, and a detailed description of each donated item (the value is not required to be on the receipt).

For donations with a value of \$250 or more must be substantiated by a contemporaneous written acknowledgement from the donee. Generally the acknowledgement must contain a detail description of the item contributed and a good-faith estimate of the value of any goods or services received in exchange for the contribution.

For donations of more than \$5,000 must in addition attach a qualified appraisal to the tax return.

## DO NOT INCLUDE ANY CONTRIBUTIONS THAT DO NOT COMPLY WITH THE ABOVE RULES

### Charitable Contributions – Cash or Credit Card

Charitable Organization

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Non-Cash Charitable Contributions

Attach all receipts with details listing the following information: Donee, donee address, description of donation, date acquired and date contributed, your cost, value at time of donation, and how you acquired the property.

**Miscellaneous Deductions (do not include expenses for your sole proprietorship)**

**Employee Business Expenses (these are related to you W-2 income)**

Vehicle expenses – Please complete Car and Truck Organizer at [http://www.tacpas.com/Tax\\_Organizer.html](http://www.tacpas.com/Tax_Organizer.html)

Union and professional dues	_____
Professional subscriptions, books, supplies	_____
Uniforms and protective clothing (including cleaning)	_____
Job search costs	_____
Other unreimbursed employee expenses (list):	
Parking fees, tolls, and local transportation	_____
Travel expenses (excluding meals and entertainment)	_____
Business gifts	_____
Education	_____
_____	_____
_____	_____
_____	_____
_____	_____
Amount reimbursed by employer for above expenses	_____

**Other Miscellaneous Deductions**

Tax return preparation fees	_____
Investment counsel and advisory fees	_____
Certain attorney fees (please describe purpose)	_____
Safe deposit box rental	_____
Gambling losses (to the extent of gambling income)	_____
IRA custodial fees	_____
Other miscellaneous deductions (list):	
_____	_____
_____	_____
_____	_____
_____	_____

## Use Tax

Use tax is a self-reported tax that you pay on purchases of goods you made from a seller outside of your state and had shipped to you that you did not pay sales tax on. Typically these will be internet and mail order purchases. Use tax is not new most states have required you to report and pay use tax with your state income tax return for years. **However now** with the increase in on-line sales and more importantly state budget short falls the states have stepped up Use Tax enforcement and collection efforts in a big way.

Most states now require you to report the total amount of your purchases subject to Use Tax and 10 states have created tables based on your income that can be relied upon to estimate your use tax. Those states are:

1. California
2. Kansas
3. Maine
4. Massachusetts
5. Michigan
6. New Jersey
7. New York
8. North Carolina
9. Oklahoma
10. Vermont

I made purchases subject to use tax  Yes  No

If yes my total purchases were \$ \_\_\_\_\_

OR

My state is one of the 10 please use the table