

David Neidhart, CPA, P.C.
Certified Public Accountant
Tax Return Questionnaire - 2011 Tax Year

Name(s) and Address: _____ **Social Security Number(s):** _____ **Occupation** _____
 Taxpayer: _____
 Spouse: _____

 _____ **Phone: Work:** _____ **Home:** _____

Do you wish \$3 to go to the the Presidential Election Campaign Fund? (Tax amount is not affected) Yes [] No []
 Filing Status: [] Single [] Married [] Head of Household [] Qualifying widow
 Birth Date: Month, Day, Year Yourself: ___/___/___ Spouse: ___/___/___

Dependents:

<i>Name (First, Initial, Last)</i>	<i>Income Over \$750? (Y/N)</i>	<i>Date of Birth</i>	<i>Soc Sec No.</i>	<i>Relationship</i>	<i>No of Months Lived in Home</i>

INCOME:

1. Wages and Salaries (Attach W-2's or list below)

Amounts Withheld

<i>Name of Payor</i>	<i>Gross Wages</i>	<i>Soc Sec</i>	<i>Medicare</i>	<i>Fed Income Tax</i>	<i>St Income Tax</i>

2. Interest Income (Attach 1099's or list below) (List Non-taxable Interest Income also, but Identify as nontaxable)

<i>Name of Payor:</i>	<i>Amount</i>	<i>Name of Payor:</i>	<i>Amount</i>

3. If you received any interest from a "Seller Financed" Mortgage, Provide:

<i>Name and Address of Payor</i>	<i>Social Security No.</i>	<i>Amount</i>

4. Dividend Income (Attach 1099's or list below)

<i>Name of Payor:</i>	<i>Amount</i>	<i>Name of Payor:</i>	<i>Amount</i>

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5. Capital Gains or Losses:

<i>Investment</i>	<i>Date Acquired</i>	<i>Cost or Other Basis</i>	<i>Date Sold</i>	<i>Net Sale Proceeds</i>

6. Other Gains and Losses: *(Include details of dispositions of any business/rental/farm assets)*

<i>Investment</i>	<i>Date Acquired</i>	<i>Cost/Other Basis</i>	<i>Date Sold</i>	<i>Sale Proceeds</i>

7. Pensions, IRA distributions, Annuities, and Rollovers

Total Received _____
 Taxable Amount _____
(Attach all 1099's or other related papers)

8. Rents/Royalties, Partnerships, S Corporations, Estates, Trusts

(Attach K-1's for Partnerships/S Corporations/Fiduciaries) _____
(Attach separate schedule(s) showing receipts & expenses for each rental property)

10. Unemployment compensation received

11. Social Security Benefits received (Attach annual statement)

12. State/Local Tax Refund(s)

13. Other Income (Attach 1099's if appropriate):

<i>Description</i>	<i>Amount</i>

CREDITS:

Child and Dependent Care:

(1) Number of Qualifying Individuals (under 13 years of age) _____
 (2) Name, address and identification number of each provider:

<i>Name:</i>	<i>Address:</i>	<i>Amount Paid</i>

If Payments were made to an individual, were the services performed in your home? Yes [] No []
 If "Yes", have payroll reports been filed? Yes [] No []

Expenses incurred in connection with an adoption ("Special needs" child Y [] No []?) _____

Tuition & Fees paid for higher education

(Deduction/Hope & Lifetime Learning Credits) _____ *(Attach details and/or statement from educational institution)*

Foreign Tax Credits

Attach details of type foreign tax, country, and whether "withheld" or paid direct _____

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2011 Estimated Tax Payments:

	Federal:	<u>Amount</u>	State:	<u>Amount</u>
	<i>Applied from 2010 return</i>			<i>Applied from 2010 return</i>
Other Payments:	<u>Date</u>		<u>Date</u>	

Other payments or credits - Attach schedule and explain _____

ITEMIZED DEDUCTIONS:

Medical and Dental

1. Out of pocket costs for prescription medicines and drugs, insulin, doctors, dentists, nurses, hospitals, and medical and dental insurance premiums (including Medicare B) paid in 2011 (reduce by any insurance reimbursements) _____
 2. Transportation and lodging incurred to obtain medical care _____
 3. Other - hearing aids, eyeglasses, medical devices, etc. _____
- _____
- _____

Taxes Paid in 2011

1. State and local income taxes not listed elsewhere _____
2. Real estate taxes not listed elsewhere _____
3. Personal property taxes (includes owners tax on auto registration) _____

Interest Paid in 2011

1. Home mortgage interest paid to financial institutions _____
2. Home mortgage interest paid to individuals _____
- Name: _____
- Address: _____
3. Points paid on [] purchase [] refinance (include details) _____
4. Investment Interest _____
5. Student loan interest _____

Contributions: *(Written documentation is required for all gifts of \$250 or more - not just cancelled checks)*

1. Cash - Less than \$3,000 paid to any one organization _____
2. Cash - \$3,000 or more to any one organization show name of organization _____
- _____
- _____
- _____
- _____
3. Other than cash - attach details _____

Casualty and theft losses - attach details

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Miscellaneous Deductions

Employee business expenses - attach details

	<u>Amount</u>
Reimbursed	_____
Not Reimbursed	_____
Job hunting expenses (list)	_____

Other Expenses

Tax Preparation	_____
Union Dues	_____
Business Publications.	_____
Professional Dues/Fees.	_____
Safety Deposit Box Rental	_____
Small Tools used in your trade or business.	_____
Business telephone	_____
Uniforms & Cleaning	_____
IRA Custodial fees	_____
Investment expenses	_____
Education expenses (attach details)	_____
Business entertainment	_____
Other miscellaneous deductions.	_____

Adjustments to income:

		<u>Amount</u>
1. Educator expenses		_____
	Maximize?	
2. Your IRA deduction	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	_____
3. Spouse's IRA deduction.	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	_____
4. Keogh or SEP deduction	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	_____
5. Roth IRA contribution and/or elective deferrals (attach details)		_____
6. Penalty for early withdrawal of savings.		_____
7. Alimony paid - List Name & social sec no.		_____
8. Self-employed health insurance premiums		_____

Did you or anyone in your family receive a scholarship of any kind during 2011? (This includes athletic scholarships)

If "Yes", please provide details

Yes [] No []

If you have added or disposed of any fixed assets used in a trade or business or rental or farm activities, please provide the following:

Yes []

Additions: Description, date acquired, cost (& trade-in if any)

Dispositions: Description, date of disposition, amount realized.

(if we did not prepare your 2010 return, also provide the date acquired, acquired, cost, depreciation method used, and accumulated depreciation)

If we have not previously prepared your return - please provide a copy of your 2008, 2009 and 2010 tax returns.

Did you receive any notices from the IRS or state(s) or settle any tax examinations concerning your prior years' tax returns?

If yes, provide copy of notices, settlement reports, etc.

Yes [] No []

Did you receive any payments from a pension or profit sharing plan?

Yes [] No []

If yes, provide pertinent information or statements from the plan

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If you would like your tax refund (if any) deposited directly into your bank, provide:

Account Type: Your Account Number.

[] Checking [] Savings

Bank Routing Number _____

Did you sell your primary residence during 2011?

Yes [] No []

Did you change your state of residency during 2011?

Yes [] No []

If "Yes", please provide the following:

Previous address. _____

Date of Move. _____

Distance. _____ miles

Costs of Move: _____ (Describe) _____

For the year 2011: (Provide details for any "Yes" response)

Did your principal residence (and second residence, if any) loan(s) exceed the fair market value of the residence?

Yes [] No []

Do you have a balance borrowed against a home (equity line of credit) in excess of \$100,000, or total mortgage indebtedness in excess of \$1,000,000 partly or wholly incurred on your residence after 10/13/87?

Yes [] No []

Did you exercise any stock options?

Yes [] No []

Did you purchase, sell, or own any bonds for which you paid more or less than the face amount (ie, premium or discount)?

Yes [] No []

Did you sustain any nonbusiness bad debts?

Yes [] No []

Did you or your spouse make any gifts in excess of \$13,000 to any one donee?

Yes [] No []

Were you the recipient of, or did you make a "below-market" or "interest-free" loan?

Yes [] No []

Do you have a child under the age of 14 as of December 31, 2011 who has unearned income (interest, dividends, etc) greater than \$1,500?

Yes [] No []

Did you cash Series EE U.S. Savings Bonds that were issued after 1989 to pay for qualified higher education expenses during the year for yourself, your spouse, or your dependents?

Yes [] No []

Did you lease or rent a car which you used for business purposes?

Yes [] No []

If "Yes", provide (1) fair market value or capitalized cost of the car on the 1st day of the lease or rental agreement, (2) term of the lease, (3) number of payments made, (4) number of days the car was leased in 2010, (5) percentage of business use, (6) business or work the car was used in, (7) amount of employee business expenses reported to you by your employer on Form W2

Did you have a financial interest in, signature or other authority over, bank accounts, securities, or other financial accounts having a total value exceeding \$10,000 in a foreign country?

Yes [] No []

If "yes" please provide documentation detailing holdings and transaction details

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Rental & Royalty Income and Expense

Property Type: Residential [] Commercial []

Location: _____

If vacation home:
 Number of days rented _____
 Number of days used personally _____

Property is owned by: Taxpayer [] Spouse [] or Joint []

Percentage ownership if not 100% _____ %
Please indicate if income and expenses below are listed at 100% or your percentage

Did you live in part of the rental property? Yes [] No []
 If yes, what percentage did you occupy as a tenant? _____ %
 [] Check if rented to related party. (Explain)

Income ***Amount***
 1. Rental income. _____
 2. Royalties received _____

Expenses	<i>Amount</i>
1. Advertising _____	16. Property taxes _____
2. Association dues. _____	17. Utilities. _____
3. Auto expense _____ <i>(Complete schedule on last page)</i>	Other: (Description) _____
4. Travel. _____	18a. _____
5. Cleaning and maintenance. _____	18b. _____
6. Commissions. _____	18c. _____
7. Insurance. _____	18d. _____
8. Legal and professional fees. _____	18e. _____
9. Allocated tax preparation fees _____	18f. _____
10. Licenses and permits _____	18g. _____
11. Management fees. _____	18h. _____
12. Mortgage interest _____ <i>(reported on Form 1098)</i>	18i. _____
13. Other interest _____	18j. _____
14. Repairs. _____	18k. _____
15. Supplies _____	18l. _____
	18m. _____
	18n. _____

Depreciation Property	Date Acquired	Cost or Other Basis	Depreciation Method	Prior Depreciation

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Business Income & Expense (Sole Proprietorship)

Principal business or profession _____ Principal business code _____
 Business name _____ Employer ID Number _____
 Business address _____
 City _____ ST _____ ZIP Code _____
 Business is owned by: Taxpayer [] Spouse [] Accounting method: Cash [] Accrual []
 Inventory method: Cost [] Lower or cost or market [] Other [] N/A []
 Did you materially participate in business? Yes [] No []
 Check if this is the first year of the business. []

Income

1. Gross receipts or sales _____
2. Returns and allowances. _____
3. Other income. _____
- _____
- _____
- _____

Cost of Goods Sold

1. Beginning of year inventory _____
2. Purchases _____
3. Cost of items used personally _____
4. Cost of labor _____
5. Materials and supplies _____
6. Other costs _____
7. End of year inventory _____

Expenses

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Advertising _____ 2. Bad debts (N/A cash basis) _____ 3. Car and truck expenses _____
(Complete schedule on last page) 4. Commissions and fees _____ 5. Depletion _____ 6. Depreciation (list below) _____ 7. Employee benefits _____ 8. Employee health insurance _____ 9. Health insurance for you _____
and your family _____ 10. Other insurance _____ 11. Mortgage interest _____ 12. Other interest _____ 13. Legal and accounting fees _____ 14. Allocation of tax prep fees _____ 15. Office expense _____ 16. Pension and profit sh plans _____ 17. Rent, vehicles, mach, & equip _____ 18. Rent, other business property _____ 19. Repairs & maintenance _____ | <ol style="list-style-type: none"> 20. Supplies _____ 21. Payroll taxes _____ 22. Other taxes _____ 23. Licenses _____ 24. Travel _____ 25. Meals and entertainment (in full) _____ 26. Utilities _____ 27. Wages _____ 28. Management fees _____ 29. Consulting expenses _____ 30. Payroll service _____ 31. Employee vehicle expense _____ 32. Employee mileage reimb _____ 33. Client gifts limited to (\$25 each) _____ 34. Education and seminars _____ 35. Other: (Description) _____ 36. _____ 37. _____ 38. _____ 39. _____ 40. _____ |
|---|--|

Depreciation:

Property	Date Acquired	Cost or Other Basis	Depr Method	Prior Depreciation

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Farm Income & Expense

Principal product _____ Product code _____
 Employer ID No. _____
 Accounting method: Cash [] Accrual []
 Check if you materially participated inf farm operations [] Taxpayer [] Spouse []

Income

- 1. Sales of livestock and other resale items _____
- 2. Cost of above. _____
- 3. Sales of livestock, produce, etc. you raised. _____
- 4. Cooperative distributions (1099-PATR) _____
- 5. Cooperative distributions, taxable portion _____
- 6. Agricultural program payments. _____
- 7. Agricultural program payments, taxable portion _____
- 8. Commodity Credit Corporation loans _____
- 9. Crop insurance proceeds _____
- 10. Custom hire _____
- 11. Other: _____

Expenses

- 1. Car and truck expenses _____
- 2. Chemicals _____
- 3. Conservation expense _____
- 4. Custom hire (machine work) _____
- 5. Employee benefit programs _____
- 6. Employee health insurance _____
- 7. Feed purchased _____
- 8. Fertilizers and lime _____
- 9. Freight and trucking _____
- 10. Gasoline, fuel, and oil _____
- 11. Other insurance _____
- 12. Mortgage interest _____
- 13. Other interest _____
- 14. Labor hired _____
- 15. Legal and professional fees _____
- 16. Allocated tax prep fees _____
- 17. Pension and profit sh plans _____
- 18. Vehicle rental _____
- 19. Machinery and equip rental _____
- 20. Land rental _____
- 21. Other _____
- 22. Repairs and maint _____
- 23. Seeds and plants purchased _____
- 24. Storage and warehousing _____
- 25. Supplies purchased _____
- 26. Payroll taxes _____
- 27. Other taxes _____
- 28. Utilities _____
- 29. Veterinary, breeding, & medicine _____
- 30. Other: _____
- 31. _____
- 32. _____
- 33. _____
- 34. _____
- 35. _____
- 36. _____

Depreciation:

<i>Property</i>	<i>Date Acquired</i>	<i>Cost or Other Basis</i>	<i>Depr Method</i>	<i>Prior Depreciation</i>

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Business Use of Home

Do you use any part of your home regularly and exclusively for business? Yes [] No []

Estimated percentage of time spent in home office compared to
total time spent in this business activity (e.g., 10%, 20%) _____

Description of work done in home office. _____

Description of work done outside of home office. _____

Total area of home. _____

Total area of home used regularly for business _____

	Direct costs <i>(benefit only business portion of home)</i>	Indirect Costs <i>(other)</i>
--	---	---

Home insurance. _____

Repairs and maintenance _____

Utilities. _____

Rent _____

Other. _____

If daycare facility: _____

Days used as daycare facility _____

Hours per day used as daycare facility. _____

Prior year carryover of unallowed losses _____

Cost of home and improvements and prior depreciation. _____

Depreciation of home, improvements, furniture, and equipment: _____

Property	Date Acquired	Cost or Other Basis	Depr Method	Prior Depreciation

Household Employees: (Nanny Tax)

Did you pay a household employee at least \$1,700 during this year or \$1,000 in any quarter in 2011? Yes [] No []

(e.g., housekeepers, nannies, nurses, yard workers, health aides, babysitters)

If yes, provide the following information for each:

Name _____ Federal income tax withheld _____

Social Security No _____ Social Security tax withheld _____

Wages paid _____ Medicare tax withheld. _____

State income tax withheld _____

Your Employer Identification No. (you can no longer use your social security Number) _____

Has a W-2 been filed? Yes [] No []

If no, do you want us to prepare them for you? Yes [] No []

Have the necessary state employment returns been filed? Yes [] No []

If no, do you want us to prepare them for you? Yes [] No []

Was the household employee under eighteen years of age and a student? Yes [] No []

David Neidhart, CPA, P.C. Privacy Policy

CPAs, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

Types of Nonpublic Personal Information We Collect

We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization.

Parties to Whom We Disclose Information

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees and, in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

Protecting the Confidentiality and Security of Current and Former Clients' Information

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

1040 - INDIVIDUAL TAX RETURN ENGAGEMENT LETTER

Dear Client:

This letter is to confirm and specify the terms of my engagement with you and to clarify the nature and extent of the services I will provide. In order to ensure an understanding of our mutual responsibilities, I ask all clients for whom returns are prepared to confirm the following arrangements.

I will prepare your 2011 federal and requested state income tax returns from information that you will furnish me. You represent that the information you are supplying to me is accurate and complete to the best of your knowledge and that your expenses for meals, entertainment, travel, business gifts, charitable contributions, dues and memberships, and vehicle use are supported by records as required by law. I will not verify the information you give me. However, I may ask you for clarification of some of the information. I will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. I will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked. If you do not to complete the Tax Return Questionnaire we are not responsible for reporting overlooked deductions or income.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. Items not provided are the responsibility of the client. You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

My work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. I will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

I will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, I will resolve such questions in your favor whenever possible. Though I will prepare and sign your returns, positions taken in the returns may be challenged by taxing authorities.

The filing deadline for the tax return is April 17, 2012. In order to meet this filing deadline, the information needed to complete the return should be received by us no later than March 15, 2012. Returns received after March 15, 2012 may require the filing of an extension at my discretion.

If an extension of the time is required, any tax that may be due with this return must be paid with that extension. Any amounts not paid by the filing deadline are subject to interest and late payment penalties when those amounts are actually paid.

The law provides various penalties plus interest that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact me.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, I will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

My fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. A nonrefundable deposit of 50% of the projected fee is due upon execution of this agreement. All invoices are due and payable upon presentation. If you choose to pay by credit card, the following information is required:

Name of Card Holder _____

Credit Card Number _____

Expiration Date _____

Security Code _____

Mailing Address _____

You agree to have your credit card charged for the deposit of 50% of the fee and the final 50% upon completion of the return.

The engagement does not include any services not specifically stated in this letter. However, I would be pleased to consult with you regarding other income tax matters, such as proposed or completed transactions, income tax projections, and for research in connection with such matters. I will render additional invoices for such services at my standard billing rates.

I subscribe to a program of peer review for maintenance of quality control in my office. As part of this program, your return may be selected for review by other CPAs under strict rules of confidentiality. Your acceptance below constitutes your agreement for disclosure under the program.

If the foregoing fairly sets forth your understanding, please sign below in the space indicated and return it to my office along with the completed tax organizer. However, if there are other tax returns you expect me to prepare, such as gift and/or property, please inform me by noting so just below your signature at the end of the returned copy of this letter.

I want to express my appreciation for this opportunity to work with you.

David Neidhart, CPA

Accepted By: _____

Date: _____