

Your 2011 Tax Returns



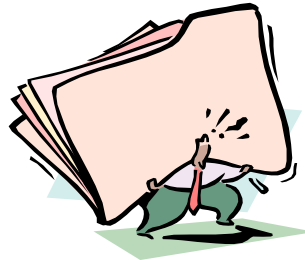
Again this year, all eligible returns will be filed electronically. Please read and fill-in the enclosed E-filing and Direct Deposit sheets that are part of the Tax



DEPOSIT DUE WITH INFORMATION

A deposit equal to 50% of your prior year's fee is due when you deliver your return information. The amount of your deposit was sent to you on a postcard. The remaining balance will be due when your returns are picked up. Thank you!

Our minimum fee for individual returns is \$325.00. As in the past, the minimum does not apply to children's returns or to clients with business or financial planning accounts.



In addition to filling out the Organizer, What else should I provide?

- W-2's
- Mortgage interest Form 1098
- Form 1099's
- Brokerage year-end statements
- Form K-1's
- Securities sales Info. – purchase date and cost basis
- Checking or savings account information if you would like possible refunds direct deposited.
- Call us if you're unsure about a document or just include it.

How do I send you my information? You can mail it to us or drop it off. If the office is closed, there is a drop box by the back door that we check frequently. If you require an appointment, please call to schedule.



If you need help or have questions, you can reach us at 614-777-5007 or Dave@KirkeyandCo.com, Patty@KirkeyandCo.com, or Stacey@KirkeyandCo.com

In order to prepare your individual income tax returns before April 16th, we need to receive your information no later than MARCH 12th. Absolutely no information received after this date will be prepared for April 16th filing. However, we will happily file an extension for you free of charge and then complete the return as soon as possible after April 16th. Please keep in mind, however, that an extension only allows more time to file your returns. It does not allow you more time to pay any taxes due. Paying your taxes after April 16th may result in penalty and interest charges even if your returns were extended.

Based upon when we receive your complete information, the following discounts will apply:

Rec'd by:	Discount
February 6th	8%
February 20th	5%

(Discounts will be applied only with receipt of deposit.)



Thank you for your continued confidence. We appreciate your business.

Kirkey & Co., Inc.

Certified Public Accountants

Agreement for 2011 Tax Return Preparation Services

Dear Client:

We will prepare your federal, state and local individual returns for the calendar year 2011. We will provide a Tax Organizer to guide you in organizing the information needed. You represent that the information you are supplying us is accurate and complete to the best of your knowledge. We will not independently verify the information you submit to us; however, we may ask for additional clarification of some information. You are responsible for keeping the necessary records of your income, deductions, business expenses, and business and personal use of any property.

Your returns are subject to examination by the taxing authorities. In the event of an examination, we will be available to represent you; however, these additional services are not included in our fee for the preparation of your returns. Some items in your returns could be resolved against you. Furthermore, there are specific penalties for substantial underpayment of tax, valuation overestimates, stringent negligence penalties, and other penalty and interest assessments available to the IRS and state and local authorities. We will advise you in accordance with our professional standards; however, all positions taken on your tax return are your responsibility, and any penalties assessed to you are your sole liability. Although we are available to provide you with tax planning advice, we are not obligated to do so unless you specifically request it. Our policy is to provide all tax planning advice in writing. You should not rely on any oral advice since it may be preliminary and not fully researched.

It is our policy to keep records related to this engagement for 5 years. However, our firm does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Our fees are based on the time spent by the individuals assigned to an engagement and any additional direct expenses incurred. The minimum fee for personal returns is \$325. Any additional work required due to missing, incomplete, or incorrect data will thus increase the time expended and the cost of the return preparation. Our hourly rates for professional services range from \$60 to \$150 depending on the experience level of the person providing your service. If the engagement is terminated for any reason, we will nevertheless be entitled to our fees for time and expenses incurred to that point. Fees are due upon presentation of the invoice to you. Amounts not paid within thirty (30) days from the invoice date will be subject to a finance charge of 1.5% per month (18% per year).

Please sign this letter in the space provided and return it to us with your tax information. Keep a copy for your records.

Sincerely,

David R. Kirkey, CPA, CFP
Kirkey & Co., Inc. CPAs

The above is in accordance with my understanding of your engagement to provide tax services. The terms described in this letter are acceptable and are hereby agreed to.

Agreed to and accepted:

Taxpayer

Spouse

Date

<u>Form</u>	<u>Form</u>
Alimony Paid or Received 13	Gambling Winnings 21
Annuity Payments Received 9, 13	Gifts 34, 35
Application of Refund 20	Health Savings Accounts 13A
Business Income and Expenses 6, 6A	Household Employment Taxes 19
Business Use of Home:	Installment Sale Receipts 7
Business 6D	Interest Income 5A
Employee Business Expenses 17A	Interest Paid 14A
Farm 12D	Investment Interest Expense 14A
Itemized Deductions 16A	IRA Contributions 9
Passthrough 11B	IRA Distributions 9, 13
Rental 10D	Keogh Plan Contributions 9
Calendar 33	Medical and Dental Expenses 14
Casualty or Theft Losses 16	Ministerial Income 13B
Child and Dependent Care Expenses 18	Miscellaneous Income and Adjustments 13
Consolidated Brokerage Statements:	Miscellaneous Itemized Deductions 16
Interest Income & Foreign Information 5E	Mortgage Interest Paid 14A
Dividend Income & Foreign Information 5F	Moving Expenses 8
Sales of Stocks, Securities, Capital Assets & Misc. Income 5G	Partnership Income 11
Contributions 15	Pension Income 9, 13
Dependent Information 3A	Personal Information 3
Depreciable Property and Equipment:	Railroad Retirement Benefits 13
Business 6A	Real Estate Mortgage Investment Conduit Income (REMIC) ... 11
Employee Business Expenses 17	Rental and Royalty Income and Expenses 10
Farm 12A	Roth IRA Contributions/Conversions 9
Rental and Royalty 10A	S Corporation Income 11
Direct Deposit Information 4A	Sale of Stock, Securities and Other Capital Assets 7
Dividend Income 5B	Sale of Your Home 8
Education Expenses 18	Savings Bond Purchases 4B
Educator (Teacher) Expenses 13A	SEP/SIMPLE Plan Contributions 9
Electronic Filing 4	Social Security Benefits 13
Employee Business Expenses 17	State and Local Tax Refunds 13
Estate Income 11	Student Loan Interest 13
Farm Income and Expenses 12, 12A	Taxes Paid 14
Federal, State and City Estimated Taxes 20, 20A	Trust Income 11
Foreign Assets 5C, 5D	Unemployment Compensation 13
Foreign Employment Information 30, 30A, 30B	Vehicle/Other Listed Property Information:
Foreign Housing Expenses 30C	Business 6B, 6C
Foreign Taxes 32	Employee Business Expenses 17
Foreign Travel and Workdays 30D	Farm 12B, 12C
Foreign Wages and Other Income 31, 31A, 31B	Rental and Royalty 10B, 10C
Tax Organizer Legend:	Partnership/S Corporation 11A
Throughout the tax organizer, you will find columns with the heading "TSJ".	Wages and Salaries 3A
TSJ Codes - Enter "T" for taxpayer, "S" for spouse or "J" for joint.	



For any question answered Yes, please attach supporting detail or documents.

Personal Information:

- Did your marital status change during 2011? Yes No
- If married, do you and your spouse want to file separate returns? Yes No
- Did your address change during 2011? Yes No
- Can you or your spouse be claimed as a dependent by another taxpayer? Yes No

Dependents:

- Were there any changes in dependents from the prior year? Yes No
Note: Include non-child dependents for whom you provided more than half the support
- Did you pay for child care while you worked or looked for work? Yes No
- Do you have any children under age 18 with unearned income more than \$950? Yes No
- Do you have any children age 18 or student children, aged 19 to 23, who did not provide more than half of their cost of support with earned income and that have unearned income of more than \$950? Yes No
- Did you adopt a child or begin adoption proceedings during 2011? Yes No

Purchases, Sales and Debt:

- Did you have any debts canceled, forgiven or refinanced during 2011? Yes No
- Did you start a new business, purchase a new rental property, farm or acquire any new interest in any partnership or S corporation during 2011? Yes No
- Did you sell an existing business, rental property, farm or any existing interest in a partnership or S corporation during 2011? Yes No
- Did you sell, exchange or purchase any real estate in 2011? If so, please attach closing statements. Yes No
- Did you withdraw any amounts from your Individual Retirement Account (IRA) or Roth IRA to acquire a principal residence? Yes No
- Did you receive grants of stock options from your employer, exercise any stock options granted to you or dispose of any stock acquired under a qualified employee stock purchase plan? Yes No
- Did you pay any student loan interest in 2011? Yes No
- Are your total mortgages on your first and/or second residence greater than \$1,000,000? If so, please provide the principal balance and interest rate at the beginning and the end of the year. Yes No
- Did you have an outstanding home equity loan at the end of 2011? If so, please provide the principal balance and interest rate at the beginning and end of the year. Yes No
- Did you take out a home equity loan in 2011? Yes No
- Are you claiming a deduction for mortgage interest paid to a financial institution and someone else received the Form 1098? Yes No
- Did you or your mortgagee receive any mortgage assistance payments? If Yes, enclose and Forms 1098-MA. Yes No



Purchases, Sales and Debt (continued):

- | | Yes | No |
|---|--------------------------|--------------------------|
| Did you engage in any put or call transactions? If Yes, please provide details. | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you close any open short sales during 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you sell any securities not reported on your Form 1099-B? | <input type="checkbox"/> | <input type="checkbox"/> |

Itemized Deductions:

- | | | |
|---|--------------------------|--------------------------|
| Did you contribute property (other than cash) with a fair market value of more than \$5,000 to a charitable organization? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you incur any casualty or theft losses during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you make any large purchases, such as motor vehicles and boats? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you incur any casualty or loss attributable to a federally declared disaster? | <input type="checkbox"/> | <input type="checkbox"/> |

Miscellaneous:

- | | | |
|---|--------------------------|--------------------------|
| Did you or your spouse have any transactions pertaining to a medical savings account (MSA) during 2011?
If you received a distribution from an MSA, please include Form 1099-SA. | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you or your spouse have any transactions pertaining to a health savings account (HSA) during 2011?
If you received a distribution from an HSA, please include Form 1099-SA. | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you or your spouse contribute to a Roth IRA or convert an existing IRA into a Roth IRA? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you or your spouse roll into a Roth IRA any distributions from a retirement plan, an annuity plan, tax shelter annuity or deferred compensation plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| In 2010 did you or your spouse convert an IRA into a Roth IRA and not elect to include the taxable amount in your 2010 taxable income? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you rollover any amounts from a qualified retirement plan to a Roth IRA or Designated Roth Account and not elect to include the taxable distribution in your 2010 taxable income? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you withdraw any amounts from your IRA to pay for higher education expenses incurred by you, your spouse, your children or grandchildren? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you withdraw amounts from a Coverdell Education Savings Account or Qualified Education Program (Section 529 plan)? If Yes, include Form 1099-Q. | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you or your dependents incur any post-secondary education expenses, such as tuition? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you or your spouse are self-employed, are you or your spouse eligible to be covered under an employer's health plan at another job? If Yes, how many months were you covered? | <input type="checkbox"/> | <input type="checkbox"/> |
| | Months | |
| Did you move to a different home because of a change in the location of your job? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you pay in excess of \$1,000 in any quarter, or \$1,700 during the year for domestic services performed in or around your home to individuals who could be considered household employees? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive unreported tip income of \$20 or more in any month of 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you or your spouse receive distributions from long-term care insurance contracts?
If Yes, please include Form 1099-LTC. | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you or your spouse a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account or other financial account in a foreign country? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you or your spouse own any foreign financial assets? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you create or transfer money or property to a foreign trust? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you purchase a new alternative technology vehicle, including a qualified plug-in electric drive motor vehicle in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |



Miscellaneous: (continued)

- | | Yes | No |
|--|--------------------------|--------------------------|
| Did you use gasoline or special fuels for business or farm purposes (other than for a highway vehicle) during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you received a punitive damage award or an award for damages other than for physical injuries or illness? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you notified by the IRS or other taxing authority of any changes in prior year returns? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you lose your job during 2011 because of foreign competition and pay for your own health insurance? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you install any alternative energy equipment in your residence such as solar water heaters, solar electricity equipment (photovoltaic) or fuel cells? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you install any energy efficiency improvements, or energy property in your residence such as exterior doors or windows, insulation, heat pumps, furnaces, central air conditioners or water heaters? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you been an identity theft victim and have you contacted the IRS? | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, please furnish the 6-digit identity protection PIN issued to you by the IRS _____ | | |
| Did you engage in any bartering transactions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you have any work outside of the U.S. or pay any foreign taxes? | <input type="checkbox"/> | <input type="checkbox"/> |

Gifts:

- | | | |
|--|--------------------------|--------------------------|
| Did you or your spouse make any gifts, including birthday, holiday, anniversary, graduation, etc., with a total (aggregate) value in excess of \$13,000 to any individual during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you or your spouse make any gifts to a trust for any amount during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you or your spouse have a life insurance trust? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you assist in the purchase of any asset (auto, home) for any individual during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you forgive any indebtedness to any individual, trust or entity during the year? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered Yes to any of the above gift questions, please complete Form 34 and/or 35 in the back of the Organizer.

Severance/Retirement:

- | | | |
|---|--------------------------|--------------------------|
| Did you retire or change jobs in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you receive deferred, retirement or severance compensation? | <input type="checkbox"/> | <input type="checkbox"/> |

If Yes, enter the date received (Mo/Da/Yr).

Date

- | | | |
|--|--------------------------|--------------------------|
| Did you or your spouse turn age 70 1/2 during the year and have money in an IRA or other retirement account while not taking any distribution? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|



Sale of Your Home:

Did you sell your home in 2011?

If Yes, did you own and occupy the home as your principal residence for at least two years of the five-year period prior to the sale?

Did you ever rent out this property?

Did you ever use any portion of the home for business purposes?

Have you or your spouse sold a principal residence within the last two years?

At the time of the sale, the residence was owned by the: Taxpayer Spouse Both

Additional Information:

For any trust you created or that you are trustee, have any beneficiaries died during 2011?

Did you or your spouse make any contributions to Qualified State Tuition Plans (Section 529 plans) during 2011?

If Yes, enter the following:

Name of Designated Beneficiary	Social Security Number	State Sponsoring Plan	Account Number	2011 Amount Contributed



Personal Information

Taxpayer: _____
First Name and Initial Last Name Social Security Number

Occupation Date of Birth (Mo/Da/Yr) Date of Death (Mo/Da/Yr)

Spouse: _____
First Name and Initial Last Name Social Security Number

Occupation Date of Birth (Mo/Da/Yr) Date of Death (Mo/Da/Yr)

Contact Information: _____
Street Address Apartment Number

City State ZIP or Postal Code

Province or County

Foreign Country

Taxpayer Daytime/Work Phone Spouse Daytime/Work Phone

Taxpayer Evening/Home Phone Spouse Evening/Home Phone

Taxpayer Cell Phone Spouse Cell Phone

Taxpayer Fax Number Spouse Fax Number

Taxpayer Email Address

Spouse Email Address

Preferred Method of Contact

May the IRS or other taxing authority discuss the return with the preparer?
Is the taxpayer claimed as a dependent on someone else's tax return?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Are you considered legally blind per IRS regulations?
Do you want to contribute to the Presidential Election Campaign Fund?

Taxpayer		Spouse	
Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Dependents and Wages

Dependent Information:

Did dependent have income over \$3,700? Yes No

First Name and Initial	Last Name	Social Security Number	Date of Birth (Mo/Da/Yr)	Relationship to Taxpayer	Months Lived in Your Home	X if Disabled	Yes or No

Please provide the name of any person living with you who is claimed as a dependent on someone else's tax return _____

Please list the years that a release of claim to exemption is given for a dependent child not living with you _____

Wages and Salaries: Please enclose all copies of your current year Forms W-2

TS	Employer's Name	Taxable Wages	Tax Withheld				
			Federal	FICA/TIER1	Medicare	State	Local



Electronic Filing: Please enclose all copies of your current year Forms W-2

Electronic filing is the means by which your return is transmitted directly to the IRS. The IRS has implemented an electronic filing mandate requiring certain preparers to file all returns that they prepare electronically. Some states also require certain preparers to electronically file state returns prepared. The IRS and some states allow taxpayers to elect not to file their returns electronically. If you prefer not to electronically file your return, please refer to and sign the opt-out statement below. Because some states have official opt-out forms, additional signatures may be necessary before your return can be filed.

Opt-Out Statement:

_____ has informed me (us) that my (our) 2011 Individual Income Tax return may be required to be electronically filed if the firm files the return on my (our) behalf. I (We) do not want to file my (our) return electronically and will personally file the paper return. My (our) signature(s) below represent(s) my (our) agreement that I (we) was (were) not influenced by my (our) preparer or any other member of the firm to sign this statement.

Taxpayer signature: _____ Date: _____

Spouse signature: _____ Date: _____

The IRS requires the use of a 5-digit self-selected Personal Identification Number (PIN) in lieu of mailing a signature document when electronically filing.

Would you like to use a randomly generated PIN?		<input type="checkbox"/>	<input type="checkbox"/>
Taxpayer		<input type="checkbox"/>	<input type="checkbox"/>
Spouse		<input type="checkbox"/>	<input type="checkbox"/>

If No, please enter a 5-digit self-selected PIN:

Taxpayer PIN _____

Spouse PIN _____



U.S. Series I Savings Bonds Purchase

Up to \$5,000 of your refund may be used to purchase U.S. Series I Savings Bonds for yourself, your spouse, and up to two other individuals, in \$50 increments.

Do you want to use any of your refund to purchase any U.S. Series I Savings Bonds? Yes No

If Yes, please provide the information requested for each type of bond you want to purchase using your refund.

If the purchase is for someone other than the taxpayer or spouse, or if the bond should have a co-owner or beneficiary, please provide the name of the person receiving the bond (if not the taxpayer or spouse), the name of the person being designated as the co-owner of the bond, if applicable, the name of the person designated as the beneficiary of the bond, if applicable, and the amount of the bond to be purchased.

Joint:

Co-owner name _____
Beneficiary name _____

Amount of refund, if not the entire refund, to be used to purchase U.S. Series I Savings Bonds

Note: If filing a married filing joint return, bonds purchased will be jointly owned by the taxpayer and spouse. In this case, the spouse's name does not need to be entered as a co-owner. If the bonds will not be jointly owned by the taxpayer and spouse, the savings bond information should be entered in the taxpayer, spouse, or other owner areas below.

Taxpayer:

Co-owner name _____
Beneficiary name _____

Amount of refund, if not the entire refund, to be used to purchase U.S. Series I Savings Bonds

Spouse:

Co-owner name _____
Beneficiary name _____

Amount of refund, if not the entire refund, to be used to purchase U.S. Series I Savings Bonds

Bond purchases for someone other than the taxpayer or spouse:

Taxpayer name _____
Co-owner name _____
Beneficiary name _____

Amount of purchase

Taxpayer name _____
Co-owner name _____
Beneficiary name _____

Amount of purchase



Note: If the aggregate value of the accounts does not exceed \$10,000, then you do not need to provide details.

General Information:

TSJ _____
Title of filer _____
Enter all countries where you have foreign bank accounts _____

Foreign Identification:

Passport Yes No
If not passport, enter description
Number
Country of issue

Information on Foreign Financial Accounts:

1 - Bank Account 2 - Securities Account 3 - Other

Table with 5 columns: Account Type, If Other Account Type, Describe, Maximum Account Value, Account Number, Financial Institution Name. Rows A and B.

Table with 5 columns: Street Address, City, State, ZIP/Postal Code, Country. Rows A and B.

If you have no financial interest in the account or account is jointly owned, please complete the account owner information below.

Table with 5 columns: Last Name or Organization Name, First Name, Middle Initial, Taxpayer ID Number, # of Joint Owners. Rows A and B.

1 - No financial interest 2A - Joint ownership - spouse is joint owner 2B - Joint ownership - other joint owner

Table with 6 columns: Street Address, City, State, ZIP/Postal Code, Country, Ownership Code. Rows A and B.

1 - Deposit 2 - Custodial

Table with 8 columns: Type, Foreign Currency, Exchange Rate, Source of Exchange, Acct Open, Acct Closed, Joint, No Tax Items Reported. Rows A and B.

Foreign Bank Accounts and Trusts:

At any time during 2011, did you have an interest in or a signature or other authority over a financial account in a foreign country, such as a bank account, securities account or other financial account? Yes No
If Yes, enter name of foreign country
Were you the grantor of, or transferor to, a foreign trust that existed during 2011, whether or not you had any beneficial interest in it? Yes No



Asset Information:

	Description	Identifying Number	Date Acquired (Mo/Da/Yr)	Date Sold (Mo/Da/Yr)	Jointly Owned	No Tax Items Reported
A						
B						

	Value	Foreign Currency	Exchange Rate	Source of Exchange Rate
A				
B				

If Asset is Stock of a Foreign Entity or an Interest in a Foreign Entity

1 - Partnership 2 - Corporation 3 - Trust 4 - Estate

	Name of Foreign Entity	Type of Foreign Entity	X if PFIC	Mailing Address of Foreign Entity
A				
B				

	City or Town of Foreign Entity	Province, County or State of Foreign Entity	Country of Foreign Entity	Postal Code of Foreign Entity
A				
B				

If Asset is NOT Stock of a Foreign Entity or an Interest in a Foreign Entity

1 - U.S. person
2 - Foreign person

1 - Issuer 2 - Counterparty

	Name of Issuer	Issuer Code	Type of Issuer	Residence of Issuer
A				
B				

1 - Individual 2 - Partnership 3 - Corporation 4 - Trust 5 - Estate

	Mailing Address of Issuer	City or Town of Issuer
A		
B		

	Province, County or State of Issuer	Country of Issuer	Postal Code of Issuer
A			
B			



Sale or Exchange of Your Home:

Please attach the closing statements from the purchase and sale of your former and new homes

Former Home Information:

TSJ _____

Date acquired (Mo/Da/Yr) _____

Date sold (Mo/Da/Yr) _____

Selling price

Original Cost and Cost of Improvements:

Description	Amount

Sale Expenses:

Commissions, legal fees, advertising and other expenses.

Description	Amount

Did you personally own and occupy the home for at least 2 of the 5 years preceding the sale? Yes No

If your spouse is deceased, did the sale occur within two years of the date of death and did your spouse live in the home for at least 2 of the 5 years preceding the sale? Yes No

If you had a foreign mortgage on the above property, please provide the amount of the mortgage retired on the sale and the date the mortgage was acquired or the date the mortgage was most recently renegotiated _____

Moving Expenses:

TSJ _____

Were the moving expenses reimbursed by your employer? Yes No

Enter reimbursements not included in wages on your Form W-2

Mileage:

	Miles
Number of miles from old home to new workplace	<input type="text"/>
Number of miles from old home to old workplace	<input type="text"/>
Number of automobile miles in move	<input type="text"/>
Number of moving miles after June 30	<input type="text"/>

Transportation Expenses:

	Amount
Costs of transportation of household goods and personal effects	<input type="text"/>
Costs of travel and lodging (do not include meals or automobile expenses)	<input type="text"/>
Automobile expenses (gasoline, oil, etc.)	<input type="text"/>
Meals (Pennsylvania only)	<input type="text"/>



Individual Retirement Account (IRA):

TS _____
Name of payer _____

IRA Questions for 2011:

Are you covered by an employer's retirement plan?
If no, is your spouse covered by an employer's retirement plan?
Do you want to limit your IRA contribution to the maximum amount deductible on your tax return?
If no, do you want to contribute the maximum allowable amount to your IRA even though you may not qualify for an IRA deduction?
Did you receive distributions in 2011 from a traditional IRA, Roth IRA or Qualified Education Account?
Did you convert a traditional IRA to a Roth IRA in 2011?
Did you use your IRA as security for a loan this year?
Did you have any transactions with your IRA during the year?
If Yes, please explain.

Table with 2 columns: Yes, No. Rows for each question above.

IRA Values, Rollovers, and Distributions: Please enclose copies of all Forms 1099-R

Total value of all traditional IRAs on December 31, 2011
Outstanding rollovers on December 31, 2011
IRA distributions received during 2011
Total distributions converted to Roth IRAs
Total retirement plans converted to Roth IRAs

Contributions: Please enclose copies of all Forms 5498

IRA:
Contributions in 2011 for the 2011 tax return
Contributions in 2012 for the 2011 tax return
Amount for 2011 you choose to be treated as nondeductible
Roth IRA:
Contributions made for the 2011 tax year

Pensions and Annuities: Please enclose all Forms 1099-R and any nontaxable distribution details

Table with columns: TSJ, Name of Payer, 2011 Gross Distributions, Taxable Amount, Federal Tax Withheld, State Tax Withheld, Is this a Rollover?, IRA?, 2010 Gross Distributions

Self-Employed Retirement Plan: Please enclose copies of all Forms 1099-R

Have you established a self-employed retirement or SIMPLE plan with deductible contributions?
Do you want to contribute the maximum amount allowed?
Contributions to:
Simplified employee pension plan
Defined benefit plan
Defined contribution plan
SIMPLE plan



Partnership, S Corporation, Estate, Trust and REMIC Income

Partnership Income: Please enclose all Schedules K-1

Table with 4 columns: TSJ, Entity Name, Employer ID Number, Health Insurance Paid by Entity

S Corporation Income: Please enclose all Schedules K-1

Table with 4 columns: TSJ, Entity Name, Employer ID Number, Health Insurance Paid by Entity

Estate and Trust Income: Please enclose all Schedules K-1

Table with 3 columns: TSJ, Entity Name, Employer ID Number

Real Estate Mortgage Investment Conduit (REMIC) Income: Please enclose all Schedules Q

Table with 3 columns: TSJ, Entity Name, Employer ID Number



Activity Name: _____

Partial Use of Your Home for Business:

2011

Square footage of home used exclusively for business

Total square footage of home

Were improvements made to the home and/or home office since the time you began using the home for business? . . . Yes No

Expenses: Enter all expenses at 100 percent

Direct expenses benefit the business part of your home.
 Example: Cost of painting or repairs made to the specific area or room used for business.

Indirect expenses are required for keeping up and running your entire home.
 Example: Real estate taxes.

	Direct Expenses		Indirect Expenses	
	2011 Amount	2010 Amount	2011 Amount	2010 Amount
Casualty losses				
Deductible mortgage interest paid to:				
Financial institutions				
Individuals				
Real estate taxes				
Insurance				
Qualified mortgage insurance premiums				
Repairs and maintenance				
Utilities				
Rent				

Other Expenses:

Description	Direct Expenses		Indirect Expenses	
	2011 Amount	2010 Amount	2011 Amount	2010 Amount

Seller-Financed Mortgage Interest Information:

Name of Individual to Whom Mortgage Interest Was Paid	Identification Number of Individual	Address of Individual to Whom Mortgage Interest Was Paid



Please enclose Forms: W-2G, 1099-MISC, 1099-RRB, 1099-SSA, 1099-SA, 1099-LTC, 1099-G and 1098-E

Miscellaneous Income and Adjustments:

Table with 4 columns: Description, TSJ 2011 Amount, TSJ 2010 Amount, and a blank column. Rows include Taxable pensions, Nontaxable pensions, Federal/State withholding, Unemployment compensation, Social security benefits, Medicare premiums, Tier 1 railroad retirement, Taxable/Nontaxable IRA distributions, Lump sum social security, and Other federal/state withholding.

State and Local Income Tax Refunds:

Table with 5 columns: TSJ, State, City, Tax Year, and Income Tax Refund (State/Local). Rows are blank for data entry.

Other Income:

Table with 4 columns: TSJ, Nature and Source, 2011 Amount, and 2010 Amount. Rows are blank for data entry.

Alimony Paid or Received:

Table with 6 columns: TSJ, Recipient's Name, Recipient's Social Security No., Alimony Received?, 2011 Amount, and 2010 Amount. Rows are blank for data entry.



Educator Expenses: Deduction for amounts paid by educators of kindergarten through Grade 12

TS	2011 Amount	2010 Amount

Health Savings Accounts (HSAs)

TS	Description	2011 Amount	2010 Amount
	Contributions made for 2011		
	Distributions received from all HSAs in 2011		

Were all distributions from your HSA for unreimbursed medical expenses?	<input type="checkbox"/>	<input type="checkbox"/>
Did you or your spouse enroll in Medicare?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what month did you enroll?	_____	
What month did your spouse enroll?	_____	

Other Adjustments to Income: Please enclose all Forms 1098-E for Student Loan Interest Paid

TSJ	Nature and Source	2011 Amount	2010 Amount



Mortgage Questions for 2011:

	Yes	No
If you purchased or sold your home, did you include any mortgage interest from your closing statement in the amount below? . . .	<input type="checkbox"/>	<input type="checkbox"/>
Did you refinance your home? (If Yes, please enclose the closing statement.)	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, how many years is your new mortgage loan? _____		
Did you purchase a new home or sell your former home during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please enclose the closing statements from the purchase and sale of your new and former homes.		
If Yes, also, did you (or your spouse, if married) have an ownership interest in a principal residence in the US during the 3 year period prior to the purchase of this home?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, did you (and your spouse, if married at the time of purchase) own and use the same home as a principal residence in the U.S. for any 5 consecutive year period during the 8 year period ending on the purchase date of the new home?	<input type="checkbox"/>	<input type="checkbox"/>

Home Mortgage Interest Paid To Financial Institutions:

TSJ	Paid To	Did You Receive Form 1098?		2011 Amount	2010 Amount
		Yes	No		

Other Home Mortgage Interest Paid:

TSJ	Paid To		ID Number	2011 Amount	2010 Amount
	Name	Address			

Deductible Points:

TSJ	Paid To	Did You Receive Form 1098?		2011 Amount	2010 Amount
		Yes	No		

Mortgage Insurance Premiums:

Premiums paid or accrued for qualified mortgage insurance.

TSJ	2011 Amount	2010 Amount

Investment Interest Expense:

Interest paid on money you borrowed that is allocable to property held for investment.

TSJ	Paid To	2011 Amount	2010 Amount



Cash Contributions:

You cannot deduct a cash contribution, regardless of the amount, unless you keep as a record of the contribution a bank record (such as a canceled check, a bank copy of a canceled check, or a bank statement containing the name of the charity, the date, and the amount) or a written communication from the charity. The written communication must include the name of the charity, date of the contribution, and amount of the contribution. Clothes and household items donated must be in good, used condition or better in order to be deductible unless the item donated is worth more than \$500 and you have the item's value appraised. Attach a copy of the appraisal. Include any vehicles donated to charity. Attach Forms 1098-C received from the charity.

Table with 4 columns: TSJ, Organization or Description of Contribution, 2011 Amount, 2010 Amount. Multiple empty rows for data entry.

Table with 4 columns: TSJ, Conservation Real Property, 2011 Amount, 2010 Amount. Includes rows for 100% limit and 50% limit.

Table with 4 columns: TSJ, Description, 2011 Miles, 2010 Miles. Row for Number of miles traveled performing volunteer work for qualified charitable organizations.

Noncash Contributions Totaling Less Than or Equal to \$500:

Table with 4 columns: TSJ, Description of Donated Property, 2011 Amount, 2010 Amount. Multiple empty rows for data entry.

Noncash Contributions Totaling More Than \$500:

TSJ _____
Description of the donated property _____

Donee organization name _____

Donee organization address _____

Date the property was acquired by the taxpayer (Mo/Da/Yr) _____

Date the property was donated (Mo/Da/Yr) _____

Cost or basis of the donated property []

Fair market value of the donated property []

Which of the following methods was used to determine the fair market value? CAUTION: Generally, contributions in excess of \$5,000 of similar property will require an appraisal (does not apply to marketable securities)

- Appraisal Thrift shop value Catalog Comparable sale

Other - please explain _____

Which of the following describes how this donated property was acquired?

- Purchase Gift Inheritance Exchange



Miscellaneous Itemized Deductions:

Union and professional dues
 Tax preparation fee
 Professional subscriptions
 Hobby expense (To extent of income)
 Safe deposit box
 Uniforms and protective clothing
 Work tools
 Gambling losses
 Estate taxes

TSJ	2011 Amount	2010 Amount

Other Itemized Deductions:

Examples:

- Certain legal and accounting fees
- Investment expenses
- Custodial fees
- Employment agency fees
- Certain educational expenses

TSJ	Description	2011 Amount	2010 Amount

Casualty or Theft Loss:

TSJ
 Property description

Which of the following describes the type of property that sustained the casualty or theft loss?

- Personal use
 Business use
 Income producing
 Employee Use
 Personal use due to Hurricane Katrina
 Personal use attributable to a federally declared disaster declared prior to 2010
 Personal use attributable to Midwestern disaster area
 Personal use attributable to Kansas disaster area
 Personal use attributable to insolvent or bankrupt financial institution losses on deposits

Date acquired (Mo/Da/Yr) _____
 Date damaged or lost (Mo/Da/Yr) _____

Original cost or other basis
 Fair market value before casualty
 Fair market value after casualty
 Cost of replacement
 Insurance reimbursement



Employee Business Expenses

TS: _____ Occupation: _____

Business Expenses: Enter all expenses at 100 percent

If these expenses are to be divided between Schedule A (Itemized Deductions) and one or more businesses, please enter the percentage to apply to Schedule A _____ %

Table with 2 columns: 2011 Amount, 2010 Amount. Rows include Parking fees and tolls, Local transportation, Travel expenses, Meals and entertainment, and Other Business Expenses.

Table with 3 columns: Description, 2011 Amount, 2010 Amount.

Reimbursements: Please list only reimbursements NOT reported in Box 1 of your Form W-2

Table with 2 columns: 2011 Amount, 2010 Amount. Rows include Amount received for other expenses and Amount received for meals and entertainment.

Does your employer's reimbursement plan for meals and entertainment allow for offset of other reimbursements? [] Yes [] No

Vehicle:

If these vehicle expenses are to be divided between Schedule A (Itemized Deductions) and one or more businesses, please enter the percentage to apply to Schedule A _____ %

Description of vehicle _____
Date vehicle was placed in service _____ (Mo/Da/Yr)

Do you (or your spouse) have another vehicle available for personal purposes? [] Yes [] No
Was your vehicle available for personal use during off-duty hours? [] Yes [] No

Table with 2 columns: 2011, 2010. Rows include Total miles, Total business miles, Average daily commuting miles, Gasoline and oil, Repairs, Insurance, Taxes, Value of employer provided vehicle, Temporary vehicle rentals, Fair market value of leased vehicle, Vehicle leases, and Other Vehicle Expenses.

Table with 3 columns: Description, 2011 Amount, 2010 Amount.



Employee Business Expenses- Business Use of Home

Partial Use of Your Home for Business:

Square footage of home used exclusively for business

Total square footage of home

Total hours home was used for day care during the year

2011	2010

Was your home used for day care purposes for the entire year?

Were improvements made to the home and/or home office since the time you began using the home for business?

Yes	No

Expenses: Enter all expenses at 100 percent

Direct expenses benefit the business part of your home.
Example: Cost of painting or repairs made to the specific area or room used for business.

Indirect expenses are required for keeping up and running your entire home.
Example: Real estate taxes.

	Direct Expenses		Indirect Expenses	
	2011 Amount	2010 Amount	2011 Amount	2010 Amount
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Deductible mortgage interest paid to:				
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Individuals				
Real estate taxes				
Insurance				
Qualified mortgage insurance premiums				
Repairs and maintenance				
Utilities				
Rent				

Other Expenses:

Description	Direct Expenses		Indirect Expenses	
	2011 Amount	2010 Amount	2011 Amount	2010 Amount

Seller-Financed Mortgage Interest Information:

Name of Individual to Whom Mortgage Interest Was Paid	Identification Number of Individual	Address of Individual to Whom Mortgage Interest Was Paid



Child/Dependent Care Expenses & Education Expenses

Child/Dependent Care Expenses:

General Information:

TSJ

Were you or your spouse a full time student or disabled? Yes No
 Did you pay an individual for services performed in your home? Yes No

Expenses incurred in 2010 but paid in 2011
 Employer-provided dependent care benefits that were forfeited in 2011
 2010 carryover used in grace period

Child/Dependent Care Providers:

Provider 1:

Name
 Street address
 City, state and ZIP code
 Social security number OR
 Employer identification number
 Telephone number (California only)

	2011 Amount	2010 Amount
Expenses incurred and paid in 2011	<input type="text"/>	<input type="text"/>
Expenses incurred and not paid in 2011	<input type="text"/>	<input type="text"/>

Provider 2:

Name
 Street address
 City, state and ZIP code
 Social security number OR
 Employer identification number
 Telephone number (California only)

	2011 Amount	2010 Amount
Expenses incurred and paid in 2011	<input type="text"/>	<input type="text"/>
Expenses incurred and not paid in 2011	<input type="text"/>	<input type="text"/>

← You must provide of these two #s to get the deduction.

Qualifying Persons for Child/Dependent Care Expenses:

First Name and Initial	Last Name	Social Security Number	2011 Expenses Incurred	2010 Expenses Incurred
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Higher Education Expenses for Education Credits and/or Tuition Fees Deduction:

Qualified expenses are for post-secondary education tuition and related expenses. They do not include room, board or books.

Please enclose copies of all Forms 1098-T

First Name and Initial	Last Name	Social Security Number	Grade	2011 Qualified Expenses
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



General Information:

TSJ

Employer identification number

Did you pay any one household employee cash wages of \$1,700 or more in 2011? Yes No

Did you withhold any federal income tax from wages paid to any household employee? Yes No

Did you pay total cash wages of \$1,000 or more in any calendar quarter of 2010 or 2011? Yes No

Social Security, Medicare and Income Taxes:

Cash wages subject to social security taxes

Cash wages subject to Medicare taxes (if different than cash wages subject to social security)

Federal income tax withheld

Advance earned income credit (EIC) payments

State disability plan payments subject to social security taxes

State disability plan payments subject to Medicare taxes (if different than plan payments subject to social security)

Table with 2 columns: 2011 Amount, 2010 Amount. Rows for Social Security, Medicare, and Income Taxes.

Federal Unemployment (FUTA) Tax:

Did you pay unemployment contributions to more than one state? Yes No

Were all of the wages subject to FUTA tax subject to the state's unemployment tax? Yes No

Total cash wages subject to FUTA tax

Michigan cash wages subject to FUTA tax

Indiana cash wages subject to FUTA tax

South Carolina cash wages subject to FUTA tax

Table with 2 columns: 2011 Amount, 2010 Amount. Rows for FUTA tax amounts.

Complete the following for all state unemployment contributions made:

X if payment to be made after April 15, 2012

Table with 6 columns: Name of State, State Reporting Number, Taxable Wages, Contribution Paid to Unemployment Fund, X, 2010 Amount.



Refund Application:

If you have an overpayment of 2011 taxes, do you want the excess:

Refunded Yes No
 Applied to your 2012 estimated tax liability Yes No

Federal Estimated Tax Payments:

2011 1st Quarter Estimate (Due 04-18-2011)
 2011 2nd Quarter Estimate (Due 06-15-2011)
 2011 3rd Quarter Estimate (Due 09-15-2011)
 2011 4th Quarter Estimate (Due 01-17-2012)

Amount Due	Date Paid if Not Date Due (Mo/Da/Yr)	Amount Paid

2010 overpayment applied to 2011 estimate

Tax Planning Information for Tax Year 2012:

Do you expect any of the following to occur in 2012?

	Yes	No
A change in your marital status	<input type="checkbox"/>	<input type="checkbox"/>
A change in the number of your dependents	<input type="checkbox"/>	<input type="checkbox"/>
A substantial change in your income	<input type="checkbox"/>	<input type="checkbox"/>
A substantial change in your withholding	<input type="checkbox"/>	<input type="checkbox"/>
A substantial change in deductions	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to any of the above questions, please provide details.



State and City Estimated Tax Payments:

TSJ ____ State/City _____		
Amount Due	Date Paid if Not Date Due (Mo/Da/Yr)	Amount Paid
2011 1st Quarter Estimate		
2011 2nd Quarter Estimate		
2011 3rd Quarter Estimate		
2011 4th Quarter Estimate		

2010 overpayment applied to 2011 estimate

Balance of prior year(s)' tax paid in 2011 plus
amount paid with 2010 extensions

Estimated tax payments for 2010 paid in 2011

State and City Estimated Tax Payments:

TSJ ____ State/City _____		
Amount Due	Date Paid if Not Date Due (Mo/Da/Yr)	Amount Paid
2011 1st Quarter Estimate		
2011 2nd Quarter Estimate		
2011 3rd Quarter Estimate		
2011 4th Quarter Estimate		

2010 overpayment applied to 2011 estimate

Balance of prior year(s)' tax paid in 2011 plus
amount paid with 2010 extensions

Estimated tax payments for 2010 paid in 2011

State and City Estimated Tax Payments:

TSJ ____ State/City _____		
Amount Due	Date Paid if Not Date Due (Mo/Da/Yr)	Amount Paid
2011 1st Quarter Estimate		
2011 2nd Quarter Estimate		
2011 3rd Quarter Estimate		
2011 4th Quarter Estimate		

2010 overpayment applied to 2011 estimate

Balance of prior year(s)' tax paid in 2011 plus
amount paid with 2010 extensions

Estimated tax payments for 2010 paid in 2011



General Information:

Name of city _____

Daytime telephone number (including area code) _____

If you moved during 2011, enter the date you moved (Mo/Da/Yr) _____

Principal business activity _____

Taxpayer's account number _____

Taxpayer's account type _____

2010 filing address _____

Are you an employee? Yes No

Are you a proprietor?

Did you file a return for 2010?

Did the IRS increase your tax liability for any prior year?

If Yes, did you file an amended city return?

Is your city of residence the same as your city of employment?

Is this your final return?

If Yes, why? _____

Voluntary Contributions (Akron Only):

Enter the amount you wish to contribute on your 2011 tax return to:

Police equipment _____

Fire and EMS equipment _____

Parks and recreation equipment _____

Enter Any Additional Ohio City Information:

Four horizontal lines for additional information.