

# Here is your **FREE** Income Tax Organizer

This will help you **organize your tax information** and make sure you don't miss any **important deductions**. There are several tax law changes this year, so please review all sections of the 'tax organizer carefully.

To encourage you to file your taxes early, we are offering a **10% discount** off the regular fee if you bring us your tax information before the end of February. We are offering electronic filing this year at **no additional charge** (most firm charge \$35 or more). If you have a refund coming, you'll get it **FAST!**

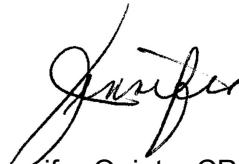
Our fees are competitive and we will gladly quote you a fee **over the phone**. We run an efficient, friendly office; and we are here **all year round** to answer your questions.

Please call us at **909-944-0770** or stop by our office at **9140 Haven Avenue, Suite 105, Rancho Cucamonga** to make an appointment. Evening and weekend appointments are available.

Sincerely,



Richard E Yorke, CPA



Jennifer Quinto, CPA

## QUESTIONS

If any of the following items pertain to you or your spouse for the tax year, please check the appropriate box and include all pertinent details:

YES	NO		YES	NO	
		Were you audited or notified of any changes by either the IRS or State taxing agency during the year?			Are any of your unmarried children, who might be claimed as dependants, 24 years of age or older?
		Did you purchase, sell, refinance or lose by foreclosure any real property or obtain an equity loan during the year? If yes, please bring final closing settlement statements and 1099			Do you have any dependent children under age 24 with interest, dividend and or capital gain income in excess of \$950?
		Did you have any debts canceled, forgiven or refinanced during the year?			Were there any changes in dependents from your previous year's tax return?
		Did you claim a homebuyer credit in 2008-2010?			Did you receive any K-1s form S corporations, partnerships, estates, trusts, or LLCs? If so, please attach.
		Did you purchase a new vehicle in 2011? Please bring contract.			Did you make any out of state or internet purchases without paying California sales tax? We will review lookup table.
		Did you or your spouse have unreimbursed employee business expenses i.e. mileage, travel, telephone, supplies or other out of pocket expenses?			Did you or do you wish to contribute to an IRA or a Roth IRA account or convert an IRA into a Roth IRA?
		Did you incur a loss because of damaged or stolen property?			Did you make payments for post-secondary education?
		Did you or your spouse receive any disability income during the year? If yes, please provide details.			Did you make gifts in excess of \$13,000 during 2011?
		Did you have interest in or signature authority over any bank or brokerage account in a foreign country, or were you a grantor of or transferor to a foreign trust? If over \$50,000 a special report is now required.			Did you pay in excess of \$750 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 i.e. nannies, baby sitters, maids and gardeners?
		Did you install any energy efficient improvements or energy property in your residence? Note: lifetime max \$500			Does anyone owe you money which has become uncollectible?
		Did your marital status change from the previous year's tax return?			Are you comfortable with the financial and retirement plans and investments you have for your family?

TAXPAYER			SPOUSE		
First Name	Initial	Last Name	First Name	Initial	Last Name
Social Security #			Social Security #		
Date of Birth	Occupation		Date of Birth	Occupation	
Street Address			City, State and Zip Code		
Work Telephone	E-Mail Address		Work Telephone	E-Mail Address	
Home Telephone	Cell Phone		Cell Phone		

**FILING STATUS - Check appropriate box**

Single	Married	Head of Household	Married filing Separate
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**ELECTRONIC FILING**

Electronic Filing	NO	YES	Automatic Deposit?	NO	YES (attach a VOID check)
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**DEPENDENTS**

Name	Name	Name	Name
Date of Birth	Date of Birth	Date of Birth	Date of Birth
Social Security #	Social Security #	Social Security #	Social Security #
Relationship	Relationship	Relationship	Relationship
Months lived at Home	Months lived at Home	Months lived at Home	Months lived at Home

**SALARIES AND WAGES - Attach W-2s**

Gross	Federal withholding	FICA	Medicare	State withholding	SDI

**INTEREST INCOME - Attach Forms 1099INT      DIVIDEND INCOME - Attach Forms 1099DIV**

Payer	Amount	Payer	Total	Capital Gain	Ordinary

**STATE INCOME TAX REFUND - Attach Form 1099G**

Amount Received	_____ Check if you did not itemized last year
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**CAPITAL GAINS (LOSSES) - Attach Forms 1099B and 1099S**

Description	Date acquired	Date sold	Sales price	Cost or Basis

**PENSION / IRA DISTRIBUTIONS - Attach Forms 1099R**

Payer	Gross distribution	Taxable Amount	Federal withholding	State withholding	Amount Rollover

**ALIMONY RECEIVED**

Payer	Payer's Social Security #	Amount Received

**UNEMPLOYMENT RECEIVED - Attach Forms 1099G**

Taxpayer Amount	Spouse Amount

**SOCIAL SECURITY RECEIVED - Attach Forms SSA-1099**

Taxpayer Amount	Spouse Amount

**OTHER INCOME - Attach Forms 1099-MISC**

Description and Amount

**ADJUSTMENTS TO INCOME**

ALIMONY PAID	Payee	Social Security #	Amount

IRA Deduction	Keogh/SEP Deduction	Penalty on Early Withdrawal of Savings	SIMPLE Plan Deduction	Education IRA Deduction	HSA IRA Deduction

**DEDUCTIONS**

Medical and Dental Expenses		Contributions	
Insurance Premiums (Net)		Contributions by Cash or Check	
Doctors, Dentists, etc.		Contributions Other than Cash (attach detail if more than \$500)	
Taxes Paid		Interest Paid - Attach Form 1098	
State and Local Income Tax		Home Mortgage (1 <sup>st</sup> )	
Real Estate Taxes - residence		Home Mortgage (2 <sup>nd</sup> )	
Real Estate Taxes - Other Property		Home Mortgage (Equity Line)	
Auto Licenses (nonbusiness)		Student Loan Interest	
Personal Property Taxes			
Other Taxes (i.e. new car purchase)			
Miscellaneous Deductions		Unreimbursed Employee Business Expenses	
Union/Professional Dues		Description	
Investment Expense			
Tax Return Preparation Fees			
Safe deposit box			

**ESTIMATED TAX PAYMENTS**

FEDERAL	Date paid	Amount Paid	STATE	Date Paid	Amount Paid
Overpayment - Prior Year			Overpayment - Prior Year		
1 <sup>st</sup> Quarter			1 <sup>st</sup> Quarter		
2 <sup>nd</sup> Quarter			2 <sup>nd</sup> Quarter		
3 <sup>rd</sup> Quarter			3 <sup>rd</sup> Quarter		
4 <sup>th</sup> Quarter			4 <sup>th</sup> Quarter		

**PLEASE PROVIDE A COPY OF THE PRIOR THREE YEARS FEDERAL AND STATE TAX RETURNS**

BUSINESS INCOME AND EXPENSES				RENTAL INCOME AND EXPENSES			
First year		Cash Basis		Accrual Basis		Check if property was purchased / refinanced or converted to rental property during the year.	
Other Accounting Method							
Taxpayer		Spouse		Property Address and type (see below)			
Principal Bus/Profession				1			
Business name				2			
Business Address				3			
City, State, Zip				PROPERTY #            1            2            3			
INCOME				INCOME			
Gross receipts or sales (please provide all 1099-Ks received)				Rents			
Returns & allowances				Other			
Other income				EXPENSES			
COST OF GOODS - if applicable				Advertising			
Inventory - beg of year				Association dues			
Inventory - end of year				Auto and travel			
Purchases				Cleaning / maintenance			
Cost of items for personal use				Commissions			
Cost of labor				Gardening			
Material and supplies				Insurance			
Other costs				Labor			
EXPENSES				Professional fees			
Advertising				Miscellaneous			
Car & truck expense*				Mortgage interest			
Commissions				Other interest			
Employee benefit programs				Repairs & maintenance			
Insurance (other than health)				Supplies			
Health insurance premiums - Self*				Taxes			
Mortgage interest				Telephone			
Other interest				Utilities			
Legal & professional				Improvements			
Office expense				Other			
Pension & profit sharing							
Rent - vehicle and equipment				Attach closing settlement statements for properties listed above.			
Rent - other business property				Provide details of improvements made during year.			
Repairs				Please describe type of rental property:			
Supplies				1 single family residence      7 Self Rental			
Taxes - real estate				2 Multi-family residence      8 Other (describe)			
Taxes - other				3 Vacation/short term rental			
Travel				4 Commercial			
Meals & entertainment				5 Land			
Utilities				6 Royalties			
Wages							
<b>* Attach Detailed Schedule</b>							
Did you acquire or dispose of any business assets (including real estate) during the year? If so, (attach detailed schedule with date acquired, description and whether the property was new or used.				Car & truck expense or mileage rate .51 1/1-6/30/11, .55.5 7/1-12/31/11 or business percentage of depreciation and out of pocket expenses. Year _____ Make _____ Model _____			
Did you file all required Forms 1099?				Cost of vehicle			
Did you have a home office during the year? YES ___ NO ___ % of exclusive business use _____				Gas, Oil & Maintenance			
				Insurance			
				Other			
				Total miles driven			
				Total business miles driven			
Rent		Insurance		Total commuting miles driven			
Utilities		Repairs		Total personal miles driven			
Prop taxes		Other					