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2011 TAX RETURN TAX CHECKLIST AND ORGANIZER

NEEDED FROM ALL TAXPAYERS:

- HELPFUL HINT: BRING YOUR CHECK REGISTERS THAT COVER JANUARY 1, 2011 THROUGH DECEMBER 31, 2011 TO YOUR TAX APPOINTMENT FOR EASY REFERENCE OR HAVE THEM AVAILABLE FOR REFERENCE IF YOU ARE PREPARING YOUR PAPERWORK FOR DROP OFF**
- FULL NAME, DATE OF BIRTH, AND SOCIAL SECURITY NUMBERS FOR SELF, SPOUSE AND DEPENDENTS **NOT** ALREADY ON FILE WITH MIDWEST TAX GROUP ***BRING IN SOCIAL SECURITY CARD FOR ALL NEW DEPENDENTS FOR US TO COPY.***
- W-2's, K-1's**
- ESTIMATED TAX PAYMENTS:** (DOLLAR AMOUNT, DATES, COPIES OF CHECKS)
- REAL ESTATE TAXES:** PAID ON HOME & PROPERTY HELD FOR INVESTMENT. THE **PARCEL ID# ON YOUR PERSONAL RESIDENCE IS REQUIRED** FOR THE ILLINOIS REAL ESTATE PROPERTY TAX DEDUCTION.
- 1099-INT** FOR INTEREST INCOME
- 1099-DIV** FOR DIVIDEND INCOME
- 1099-B** FROM SALE OF STOCK OR MUTUAL FUNDS. ALSO NEED THE DATE OF PURCHASE, DATE OF SALE, AND COST OF STOCK SOLD
- 1099-G** FOR TAXABLE STATE REFUNDS (For Missouri, you have to download this document)
- 1099-R's** FROM PENSION, ANNUITY, IRA DISTRIBUTIONS, AND IRA ROTH CONVERSIONS
- SSA-1099** FROM SOCIAL SECURITY
- 1099-G** FOR UNEMPLOYMENT COMPENSATION RECEIVED
- 1099-S** FOR SALE OF REAL ESTATE PROPERTY AS WELL AS THE CLOSING PAPERS FROM THE PURCHASE AND SALE
- 1099-MISC** FOR NON-EMPLOYEE COMPENSATION
- 1099-C** FOR CANCELLATION OF DEBT
- 1099-A** FOR ABANDONMENT OF PROPERTY

- ❑ **1099-K (New for 2011)** Merchant Card and Third Party Network Payments
- ❑ SELF-EMPLOYMENT INCOME AND EXPENSES (TOTALS)
- ❑ RENTAL PROPERTY INCOME AND EXPENSES (TOTALS)
- ❑ FARM INCOME AND EXPENSES (TOTALS)
- ❑ MISCELLANEOUS INCOME SUCH AS JURY DUTY, HOBBIES, ELECTION JUDGE, UNREPORTED TIPS, AND GAMBLING WINNINGS (W-2G)
- ❑ DEPENDENT CARE EXPENSES AND PROVIDER INFORMATION (CHILD DAY CARE)
- ❑ **EXPENSES FOR ENERGY CREDIT:** INSULATION EXPENSE, EXTERIOR DOORS, WINDOWS, WATER HEATER, GEO-THERMAL, SOLAR, ETC. **BRING IN PAPERWORK FROM PURCHASE SHOWING COST AND ENERGY STAR QUALIFICATIONS.**
- ❑ ADOPTION EXPENSES
- ❑ HOUSEHOLD EMPLOYEE WAGES PAID AND FICA WITHHELD
- ❑ HIGHER EDUCATION EXPENSES FOR TUITION AND REQUIRED FEES. ALSO, SERIES EE US SAVINGS BONDS CASHED TO PAY TUITION
- ❑ STUDENT LOAN INTEREST PAID
- ❑ CONTRIBUTIONS TO A TRADITIONAL, ROTH, OR EDUCATIONAL IRA
- ❑ ALIMONY OR SEPARATE MAINTENANCE PAID OR RECEIVED
- ❑ MOVING EXPENSES
- ❑ FOREIGN INCOME RECEIVED AND/OR FOREIGN TAXES PAID
- ❑ ANY CORRESPONDENCE RECEIVED FROM IRS OR ANY STATE TAX AGENCY

NEEDED FOR SCHEDULE A - ITEMIZED DEDUCTIONS:

- ❑ **MEDICAL EXPENSES:** INCLUDING PRESCRIPTION MEDICINES, DOCTORS, DENTISTS, NURSES, HEALTH AND LONG-TERM CARE INSURANCE PREMIUMS, INSURANCE REIMBURSEMENTS, LODGING AND MILEAGE, THERAPY, DURABLE MEDICAL EQUIPMENT, AND MISCELLANEOUS MEDICAL SUPPLIES.
- ❑ **MORTGAGE INTEREST AND POINTS PAID ON FORM 1098 (1st & 2nd HOMES) & HOME EQUITY INTEREST PAID**
- ❑ **CONTRIBUTIONS TO CHARITY:** INCLUDING CHURCH, UNITED WAY, MISCELLANEOUS CHARITIES, VOLUNTEER EXPENSES, CHARITABLE AND VOLUNTEER MILEAGE, RECEIPTS FROM NON-CASH DONATIONS (GOODWILL, SALVATION ARMY, FOOD PANTRY, ETC.)
- ❑ **MISCELLANEOUS DEDUCTIONS:** UNION DUES; UNREIMBURSED BUSINESS EXPENSES SUCH AS SAFETY EQUIPMENT, MILEAGE, AND CONTINUING EDUCATION; INVESTMENT EXPENSES SUCH AS IRA MAINTENANCE FEES; TAX PREPARATION FEE PAID; SAFE DEPOSIT BOX RENTAL; GAMBLING LOSSES TO EXTENT OF WINNINGS; CASUALTY OR THEFT LOSSES SUFFERED.