

WHATCOTT & ASSOCIATES - CPA's
Tax Organizer Checklist - 2012

Taxpayer _____ **Spouse** _____
 SS # _____ SS # _____
 Date of Birth _____ Date of Birth _____
 Occupation _____ Occupation _____
 Work / Cell Phone _____ Home / Cell Phone _____
 Current Address (if different) _____

 E-Mail Address _____

Dependents (For New Clients AND New children)

Name	Date of Birth	SS # (Mandatory)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Tax Payments	Paid	Amount
Due: April 17, 2012	____ / ____ / 2012	\$ _____
June 15, 2012	____ / ____ / 2012	_____
Sept 17, 2012	____ / ____ / 2012	_____
Jan 15, 2013	____ / ____ / 2013	_____
State Tax Payments (Estimated or carryover amounts)		_____

Child Care Expenses:

Providers Name	Address	SS # or TIN	Amount Paid
_____	_____	_____	\$ _____
_____	_____	_____	_____

Bank Information:

Bank	Routing Transit Number	Account Number
_____	_____	(Provide at Office) _____

For New Clients:

Copy of Federal & State Tax Returns for prior year

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- Wages & Salaries, Pensions, IRA Distributions** (Attach all W-2, W-2G, and 1099-R forms)
Social Security Benefits (Attach SSA-1099 Statement)
Interest & Dividend Income (Attach all 1099-INT, 1099-OID, 1099-DIV forms)
Business Income (Attach all details)
Rental Income (Attach all details)
Partnership, LLC's, S Corp, Estate or Trusts Income (Attach K-1's & any details)
Cancellation of Debt (Attach details and 1099-A and/or 1099-C)

Capital Gains & Losses (If you sold any stocks, bonds, mutual funds or investment property;
 List pertinent information on each sale)

Property/Stock Sold	Date Acquired	Date Sold	Sales Price	Orig. Cost/Basis
_____	____/____/____	____/____/____	\$ _____	\$ _____
_____	____/____/____	____/____/____	\$ _____	\$ _____
_____	____/____/____	____/____/____	\$ _____	\$ _____

Other Income (Attach all information that applies)

Unemployment Compensation / Farm Income / Awards / Gambling Winnings / Etc.

Adjustments to Income:

- IRA Payments (Regular & ROTH) (Attach payment) \$ _____
 "Self Employed" Health Insurance _____
 HSA Payments (If not included on W-2) _____
 College Tuition and Fees (Attach details) _____
 Student Loan Interest (Attach loan statement) _____
 Adoption Expenses (Provide Detailed Information) _____
 Alimony Paid to: _____ SS # _____

Vehicle / Employee Business Expenses

- Meal & Entertainment Expenses (Not reimbursed by employer)
 Travel Expenses Away from Home Overnight (Attach pertinent detail)
 Equip. & or Assets necessary for Work

Vehicle	Total Miles - Year	Business Miles	
<u>1</u> _____	_____	Jan-June _____	July-Dec _____
<u>2</u> _____	_____	Jan-June _____	July-Dec _____

WHATCOTT & ASSOCIATES - CPA's
Itemized Deductions - 2012

Medical Expenses:

Prescriptions & Drugs	\$ _____
Doctors, Dentists, Eye Care, Hospitals, Etc.	_____
Health Insurance premiums (Paid with "after-tax" dollars)	_____
Long-Term Care Insurance	_____
Transportation expense for medical care (Miles _____)	
Lodging expenses away for medical care (# of nights _____)	\$ _____

Taxes Paid:

State Income Taxes (not included on W-2)	\$ _____
Real Estate Taxes Personal Residence	_____
2 nd Home / Cabin / etc.	_____

Interest Paid:

Home Mortgage (include form 1098) _____	\$ _____
_____	_____
_____	_____
Home Equity / 2 nd _____	_____
Points (Orig. Purchase or Refinance) _____	_____
Mortgage Insurance Premium _____	_____
Investment Interest (Margin Int. / Investments)	
_____	_____
_____	_____

Charitable Contributions:

CASH to Whom: _____	\$ _____
_____	_____
_____	_____
NON-CASH (Clothing / furn., etc.) Include receipt if over \$250	
To Whom: _____ Date _____ Cost _____	FMV \$ _____
_____ Date _____ Cost _____	FMV _____
Miles for Charitable Work _____	

Miscellaneous Deductions:

Safe Deposit Box	\$ _____
Union Dues	_____
Tax Preparation Fees (Last Year)	_____
Investment Fees, Periodicals, Dues, etc.	_____

Casualty & Theft Losses: (Attach detailed information)

Moving Expenses: (Attach detailed information)