

2011 INCOME AND DEDUCTION FINDER

THIS INCOME AND DEDUCTION FINDER IS REQUIRED, and requires **your signature on the final page**. Each question is designed to assist in preparing a complete and accurate tax return and will help to prevent the omission of income and valuable deductions. Be sure to read each question thoroughly and completely before answering. If you don't understand a question or are unsure about your answer, put an asterisk (*) in the margin. This will alert your tax preparer to discuss the question with you.

Some sections may not apply to you. If you come to one of those sections, please check the box next to the heading for that section and go to the next section. This will tell us that the section was not overlooked by accident.

Tax Organizer. It is not mandatory that you complete the SlackTax, Inc. **Tax Organizer**. We offer it as a tool to assist you in preparing for your tax interview. Our organizer is customized to reflect the information that was used to prepare your prior year tax returns and includes space for you to document the current year tax information. The SlackTax organizer will be sent only upon request. If you would like to use the SlackTax organizer, please contact our office and we will be happy to send it to you at no additional charge.

Some of our clients prefer to use their own organization systems and we have no objection to that, as long as your documents are organized. There may be an additional charge for reviewing your "shoebox filing system."

Please be aware that each question that you answer "YES" in this Income & Deduction Finder will require the documentation listed, and/or further explanation or discussion related to that question. Please be sure to bring the requested documentation with you to your tax interview (or include it if you are mailing your tax data to us). Your tax returns cannot be completed without it.

_____ Yes, I want to use the **printed** Tax Organizer provided by SlackTax, Inc. Continue to send it to me.

_____ No, do not send me the SlackTax, Inc. Tax Organizer. I prefer to use my own organizational system.

SLACKTAX, INC IS "GOING GREEN." To save on paper and mailing costs, we have included all of our required forms and other information on our website: www.slacktax.com. Click on the "RESOURCES" tab, then "SLACKTAX FORMS". All required SlackTax Forms are indicated by an asterisk (*).



Personal Information (This Section Must Be Completed)

Yes No

- If it becomes necessary, do you authorize your preparer to discuss any unresolved issues regarding your current year tax return with the IRS? A yes answer allows us to call IRS regarding filing issues without a Power of Attorney (P.O.A.). However, anything that requires negotiation or written correspondence will still require a valid P.O.A. (**We strongly suggest a "yes" answer** to this question. You will **not be charged** for this type of communication without **first** being contacted by us to obtain your permission to pursue an issue).
- Are you aware of any family, friends, or business associates who might benefit from our professional services? Clients in other states are welcome **We've included information about our Refer A Friend program in your tax packet.**
- Did your address or any relevant phone numbers change during the year?

New Address _____ Phone # _____

- Do **you** want to allocate \$3 to the **Presidential Election Campaign Fund**?
- Does **your spouse** want to allocate \$3 to the Presidential Election Campaign Fund?
- Indicate any of the following that occurred in your **immediate family** during the tax year.
- Births?**
 Adoptions?
 Deaths? Date _____
 Marriages?
 Divorces?
 Separations?
- Were you or your spouse at least 70 ½ by December 31st of last year?
- Are you or your spouse legally blind?
- Could **you** be claimed as a dependent on another person's tax return for the tax year?
- Do you anticipate that you will file an **Extension**? Let us know by April 1st. **Any balance due must be paid by April 15th, or there will be interest and penalties.** Please contact us for our new extension fact sheet & questionnaire.

Dependents (If This Does Not Apply To You, Check The Box & Go To The Next Section)

The definition of a dependent was changed in 2005 and now includes "Qualifying Child" and "Qualifying Relative." Both of these titles can be somewhat misleading and the tests for each category can be very complex and confusing.

- Are you supporting someone other than your child, stepchild, sibling or stepsibling? If so, we need to review the new dependent rules to determine if they actually qualify as a dependent in the eyes of the IRS.
- Did you have any dependents on last year's tax return who you no longer support, or who did not live with you, in your household, for more than half (½) of the year?
If yes, name(s) _____

Dependents, continued

Yes No

Are you a divorced or legally separated parent with a dependent child(ren)?
How many nights did your child(ren) spend at your house last year? _____

If the child does not live with you more than ½ of the year, you will need a signed Form 8332 from your spouse to be able to claim a dependent exemption and child tax credit.

Did you care for any **foster children** more than half the year? If yes, you must provide a Social Security number for each child.
 Did you care for them for the **entire year**?

Are any of your dependents **not** citizens or residents of the U.S., Canada, or Mexico?

Did your children under age 19 (or 24 if a full time student) receive interest and dividend income in excess of \$900, or have other investment income, wages, or sales of investments including stocks and mutual funds?

Do you have any **dependent children** that are filing their own tax returns? If yes, be sure they do not claim themselves! We prefer to do their returns for them to insure that they are claimed only once.



Income Items (This Section Must Be Completed)

Many of the income items listed in this section will be reported to you on **Form 1099**. Please provide all 1099s that you receive. Income items not associated with a 1099 will be reported on different forms. **Please be sure that any item you have checked "Yes" has amounts noted, is listed on your customized tax organizer, or provide an explanation for us in written form as part of your Tax Organizer or other system!**

Yes No

- Did you receive any **interest** or **dividends** last year? If yes, please provide all **1099-INT** and **1099-DIV** forms. Due the reporting complexity required of the brokerages, some of these forms may not be sent to investors until March 15. If you will be getting a statement from your broker and your tax appointment has been scheduled before March 15, please contact our office to determine if you need to reschedule your tax appointment.
- Did you cash in any Series EE or other **savings bonds**? If so, provide the amount, date purchased and date sold. The redeeming bank may issue a Form 1099. Please provide any documentation you receive regarding this transaction.
- Did you receive any **tax-free** income (insurance proceeds, interest from municipal bonds, etc.)?
- Did you have any **gambling** income or **lottery** winnings? Provide amounts of income and expenses incurred to generate that income. Provide **Form W-2G's**. You are permitted to deduct expenses only to the extent of gambling income.
- Did you receive any distributions from a **retirement plan** or **IRA**? If so, provide all **1099-R**.
- Did you **roll over** any retirement plan to an IRA, **within 60 days of distribution last year**? If so, provide **Form 1099-R**. We will also need to see documentation that shows the rollover was completed within 60 days of the distribution.
- Did you **convert** any of your IRAs to a **Roth IRA last year**? If so, provide **1099-R**. If you did a conversion in 2010, you may have elected to defer the tax on the conversion to 2011 and 2012. If SlackTax, Inc. did not prepare your 2010 return, please provide us with a copy.
- Did you receive any funds out of a **college 529 plan**? These funds are tax-free only if they are used for qualified educational expenses. Please provide a list of expenses and dates paid for all applicable expenses.
- Did you receive any **disability income** other than SDI? If so, provide amounts received and information as to who paid premiums on the policy.
- Did you receive any **unemployment income** last year? If yes, please provide the **Form 1099's**.
- Did you receive any proceeds from **lawsuits** last year? Please provide complete details of the allocation of the settlement.
- If yes, did you pay legal or other **fees** in conjunction with the lawsuit?
- Did you receive any **Social Security income** last year? If yes, please provide the **Form 1099-SSA's**.
- Did you **receive any inheritances or gifts** totaling more than \$13,000?
- Did you receive a distribution from, transfer to, or were you the grantor of, or transferor to an **irrevocable trust**?
- Did you have any **debts cancelled or forgiven** other than through personal bankruptcy? If so, provide amounts, dates, and circumstances.

Income Items - continued

Yes No

- Did you have a **short sale, foreclosure, deed in lieu of foreclosure** or mortgage workout on your home. Provide copies of the 1099-C or 1099-A. Any of these transactions could indicate that you have taxable income. However, you could be exempt from the taxable income if you were insolvent at the time of the transaction. Please provide a complete list of all your assets and debts at the time of the transaction. We may be able to qualify you for an exemption to the taxable income.
- Did you receive any **alimony, spousal support, or family support** (not child support)? How much? \$ _____
- Did you **sell your Personal Residence** last year? **If yes, we will need the following:**
Final Escrow/Settlement Statement from Sale
Final Escrow/Settlement Statement from Original Purchase
List of **all improvements** ever made to the property
If you had previously deferred a gain from the sale of a previous residence into this residence sold, we will need to see a **copy of the tax return** from the year that property was sold.
- Do you have an interest in a **Partnership, S-Corporation, Limited Liability Company (LLC), or Trust** last year? If "Yes," please provide the **K-1 form**. If you are planning on having SlackTax, Inc. prepare the tax return for this entity, it is important that you **contact our office** as soon as possible. We will need ample opportunity to arrange for the time to accommodate you and notify you of any documents we will need to complete the return. We would be very interested in preparing this return for you. However, this may require a separate appointment from your regular tax appointment. **Corporate Returns are due March 15.**
- Did you receive any **foreign income**, such as rents, interest, dividends, or capital gains income from assets which are **not in the United States**? Please note that US Citizens and Resident Aliens are **required to report worldwide income!**
- Did you have an interest in, a signature or other authority over a financial account such as a bank account, securities account or other financial account in a foreign country? Additional reporting requirements may be required if you have more than \$10,000 in a foreign bank account, securities account, other financial account or own property in a foreign country. Please provide us with complete details. Penalties are substantial for non reporting.
- Did you live abroad during any part of last year? If yes, please provide **dates**.

Sale Of Stocks, Bonds, Mutual Funds, Commodities, Investment Real Estate, And Other Assets

(If This Does Not Apply to You, Check the Box & Go to the Next Section)

- Did you have any stocks that became worthless last year? Provide documentation to substantiate their **worthless** value.
- Did you **sell any stocks, bonds or other investment property**? Provide all **1099-B forms** and year-end summary statements provided by brokers and be sure to provide information on purchase dates, purchase amounts and number of shares. More brokerage firms will be providing this information on your statements; however, they may not mail your statement until March 15. Please contact our office if your appointment is before March 15, we may need to reschedule your appointment.
Please note that we charge a fee for each regular stock transaction. The fee may be higher if we have to calculate basis or splits. If we are required to communicate with your broker, the fees may be higher due to the additional required time.
- Did you have any other purchases or sales of **other investment property not shown on 1099 forms** or other year-end statements provided to us? Examples include income related to **"puts" and "calls", futures contracts, commodities, and regulated stock options**.
- Did you sell any collectibles such as works of art, gems, stamps or coins?

Stock Options & Employee Stock Purchase Plans

(If This Does Not Apply to You, Check the Box & Go to the Next Section)

If you receive stock options your employers may issue documents that contain important information that will be required when you sell your stock. Please keep these documents.

Yes No

- Did you receive **grants of stock options** last year or in any prior year? If yes, were these ISO's or NQ's? _____.
- Did you **exercise** any of your stock options last year? **If yes please bring in a copy of an exercise report for each exercise. You will probably have to ask your employer for this. We will not be able to complete your return without this.**
- Did you make an early exercise election ((83b) election) last year? **If yes, please bring in a copy of that election. This is very important!**
- Have you **sold, gifted, or donated any stock** that was acquired as an exercised stock option? If yes, please bring in a copy of the original exercise report, W-2 reconciliation (if any), and the 1099-B from the stockbroker that handled the sale transaction. We will also need to know the exact date of grant for each transaction. This information is also crucial.
- Do you participate in an employer's **Employee Stock Purchase Plan (ESPP)**? An ESPP is a plan whereby an employee can buy the stock at a 15% discount. The purchase of the stock usually occurs via a deduction from your paycheck.
- Have you **sold, gifted or transferred any stock** acquired through an **ESPP**? **If yes, please provide a copy of an ESPP history (you will get this from your employer), a W-2 reconciliation (if any), and a copy of the 1099-B from the stock broker that handled the sale transaction.** We will also need to know what date you first got into this plan.



Deductible Losses & Adjustments to Income

(This Section Must Be Completed)

- Did you have **property stolen, damaged or destroyed** last year due an accident, storm, flood, fire, etc? If so, bring in information related to original cost, improvements and loss of value as a result. If the loss involved non-business real or investment property, the loss after subtracting any insurance proceeds will not be deductible unless it exceeds 10% of your adjusted gross income.
- Did you have an insurance contract such as a variable annuity which you cashed in at a loss? Provide purchase information and redemption information.
- Did any **non-relative owe you money** which became uncollectible last year? Note that you must have a copy of the loan agreement, and have pursued collection through the courts (except for Chapter 7 bankruptcy) in order to deduct a loss. If so, provide **names, addresses, amounts, dates, copies of notes and circumstances.** (This does not include business accounts receivable for cash basis businesses.)
- Did you, or do you plan to contribute to any of the following retirement plans? Please check the type of account. Since each account is reported differently on the return, it is important that we know what type you have made a contribution to.
() 401K, () solo 401K, () 403b-TSA, () 457, () SIMPLE, () SEP, () KEOGH, () IRA, () Roth IRA
- Prior to having your tax return prepared by *SlackTax, Inc.*, have you made any **non-deductible** contributions to an **IRA or other retirement plan**? Please provide total amounts. These contributions must be accounted for separately, as they will not be taxed when distributed.

Deductible Losses & Adjustments to Income - continued

Yes No

- Did you have any **early withdrawal penalties** assessed by a bank or savings & loan?
- Did you **pay** any **alimony**, spousal support, or family support? If yes, we will need the name and social security number of the person you paid (if we have this information from a previous year you will not need to provide this again).
- Did you have any job related expenses as a **teacher, instructor, counselor, principal, or aide**? This deduction applies to kindergarten through grade 12 employees who worked at least 900 hours during the school year. (This deduction is scheduled to expire on 12/31/11)
- Did you pay for any **college or trade school education expenses** for yourself or a dependent for whom you are entitled to claim an exemption? Allowed expenses may include tuition, fees, course related books, supplies and required equipment paid directly to the institution as a condition of enrollment. If so, provide names of institutions, students, school year, tuition and fees paid. These expenses may qualify for a deduction or tax credit. For 2011 there are two (2) potential credits and one (1) deduction. Your tax preparer will help you determine which credit or deduction provides you with the greater tax benefit.
- Did you contribute to a **Health Savings Account (HSA)**? This account is only available to taxpayers with a high deductible health insurance plan. It allows tax deductible contributions to be set aside to pay for insurance co-pays and medical expenses not covered by insurance.
- Did you **pay interest** on a **higher education loan**? This deduction may be limited based upon your gross income.

Itemized Deductions (If This Does Not Apply to You, Check the Box & Go to Next Section)

- Did you pay any significant amounts of **medical expenses** (over 7.5% of total income)?
- Did you pay any premiums for **Long-Term Care Insurance**?
- Husband \$ _____ Wife \$ _____
- Did you track the amount of state **Sales Tax** paid last year? This will probably not affect California residents since we generally pay a very high state income tax. If your state income tax is low, the IRS provides a chart that estimates the amount of sales tax you paid, based upon your income. Your preparer will determine the deduction that provides the best benefit. (This option expires on 12/31/11.)
- Did you pay any **auto registration** fees to a state motor vehicle department last year? Please provide the DMV form sent to you rather than just the amount paid in the year, as some of the regular fees paid are **not deductible**. If you don't have the original DMV form you can find the tax deductible amount at <https://mv.dmv.ca.gov/FeeCalculatorWeb/vlfForm.do>
- Did you pay any city, county, or state **property tax** last year? Provide a record of payments made. Generally, in California, payments are made in March/April and Nov./Dec. Please indicate if any scheduled **payment was not made** in the usual time period, or if any payment was **made early!** Tax paid on **any homes** (primary, 2nd home, etc.), **investment property** (including land), and **timeshare** property, are all deductible, as well as "supplementary" property taxes. (Property taxes on rental property are reported as a rental property expense)
- Did you () purchase or () refinance your **principal residence** or second home (including Equity Lines of Credit and Home Equity Loans)? **Provide final escrow, settlement or closing statements.**

Itemized Deductions - continued

Yes No

- Did you pay any **mortgage interest** on your home, including interest on 2nd (or 3rd) mortgages and lines of credit? Provide **all 1098** forms showing interest paid for the year on your primary home, and secondary home if applicable. (Also see following question.)
- Have you **borrowed more than \$100,000** cumulatively since 1987 against your home in the form of a refinance, HELOC, line of credit, equity loan, or 2nd mortgage? If yes, all of your mortgage interest may not be fully deductible. The IRS has begun auditing this issue, therefore if you think this applies to you, please contact us for a worksheet or check our website for our Deductible Mortgage Interest Worksheet.
- Did you pay private mortgage insurance (PMI) on your personal residence? Provide Form 1098 showing the PMI.
- Do you own a **2nd home** such as a motor home or boat?
- Did you **pay any interest** on margin debt (brokerage account) ?
- Did you **pay interest** on any loans or credit card debt where the amount borrowed was used to purchase or sustain investments? Examples of this would include purchase of land, or using loan proceeds to invest in the stock market, mutual funds, or CDs.
- Did you provide **volunteer services** on behalf of charities? If yes we will need to know the amount of any out of pocket expenses you paid. You will also need a verification letter from the charitable organization.
- Did you use your car for **charities**? If yes, we will need to know how many miles were driven.
- Did you donate any **non-cash** items with a cumulative value over \$500 to a charitable organization? If yes, we will need to be provided with a summary list of items donated and their fair market value (we can provide you with a list of FMV's for commonly donated items), and how much you originally paid for them.
- Did you donate items with a Fair Market Value of **\$5,000 or more**? Additional substantiation, including an appraisal is required . **Do not donate an item with a value of \$5,000 or more without talking to us first.**
- Did you **donate a vehicle**? We will need to know the year, make, model, and mileage on the vehicle when you donated it. We will also need a receipt from the charitable organization showing the value of the vehicle that you donated.
- Did you make any cash/check contributions to a charitable organization? Beginning in 2006, all **cash contributions to charitable organizations** must be documented. This means if you are audited, you will need to provide a receipt or letter of acknowledgement for your cash contribution. That letter/receipt must indicate that you did not receive "**any goods or services**" in exchange for that donation, and that the donation does qualify for a tax deduction.
- Did you **work out of town** for part of the year? If so, and you were not reimbursed in full by your employer, bring in information related to number of days, lodging, meals and incidental expenses incurred. Include taxi, tips, laundry and telephone calls.
- Did you **use your car on the job** (other than to and from work)? If so, and you were not reimbursed, bring information related to total mileage, business mileage, commute mileage, and total expenses incurred, by type (gas and oil, maintenance, insurance, tires, parking, tolls, lease payments, license fees, etc.) for each vehicle during the year. **For vehicle purchases, we will need to see a purchase contract!** If you deducted auto expenses last year, you should have an information sheet included in your personalized organizer. A form to record your auto expenses is available to download from our website under RESOURCES.
- Tax laws and IRS regulations allow deductions for Travel/Entertainment and business use of your vehicle if **adequate records** are maintained. Please check "Yes" if you claim these expenses but you are not sure what records are required.

Itemized Deductions - continued

Yes No

- Did you use your car, bus or taxi to travel between **two different jobs** on the same day?
- Do you have any expenses for **special licenses**, permits or certificates, educational courses, seminars, or fees for professional societies relating to your employment?
- Do you use the **internet** primarily for investment, employment, or business use? If yes any related online fees may be deductible.
- Did you incur any **job search expenses** or have any job search mileage last year?
- Did you pay any fees or expenses for the **management of investments**?
- Did you pay **by check** any retirement plan maintenance fees?
- Did you incur **moving expenses** due to a change of employment? The move should be in excess of 50 miles to deduct moving expense. If so, bring information related to the cost of moving your household goods and autos, and the cost of traveling to your new location. Also provide mileage from old residence to old place of work and mileage from old residence to new location.



Tax Credits (This Section Must Be Completed)

- Did you pay any **income taxes to foreign governments** last year? Please provide record of any amounts paid and dates paid.
- Did you or your employer pay **child care** expenses, including before and after school? If so, bring information relative to day care providers: **amounts paid, names, addresses, telephone numbers, Social Security and Taxpayer ID numbers**. (This includes amounts reimbursed by your employer under cafeteria or other plans.)
- Did you **adopt a child**? Provide all detailed adoption related expenses (including those from **prior years!**), as well as any **employer provided benefits** received.
- Did you make any **energy efficient improvements** to your home last year? The eligible improvements include windows, doors, furnaces, solar electric property, qualified solar water heating property, wind energy property and geothermal heat pumps. Please provide your receipts for these expenses. This credit has been extended through 2011, however the credit amounts have been reduced and there is a cumulative maximum amount of credit allowable for the years 2006 - 2010. If you have taken this credit anytime from 2006 - 2010, we will need to see those returns.
- Did you pay **rent**? If so, for how many months?_____



Payments and Taxes (This Section Must Be Completed)

Yes No

- Have you paid any estimated taxes, **other than** through withholding? If yes, enter amounts paid, dates paid and to whom they were paid on a separate sheet and attach to this page. **Please research this carefully!** Client errors in reporting these amount account for the **#1 reason** for correspondence from the IRS and FTB!
- Would you like any state or federal **refund** to be **deposited directly** into your checking or savings account? If "Yes" and you **did not** elect direct deposit last year, or **if your bank account has changed**, please write "VOID" on a **check** and staple it to this page. Please verify that we have your correct bank information. We will **NOT** be responsible for deposits to incorrect bank accounts.
- Would you like to **pay** any state or federal balance due **electronically**? Payments made with the extension, tax return, as well as **estimated taxes**, can all be handled in this manner. **Please tell us if you'd like to learn more!**
- If you have a refund due on your tax return (Federal and/or State), would you like to have the refund **applied to your estimated tax for this year** (instead of receiving the refund)?
- Do you expect your taxable income or withholding this year to significantly change from last year? If so, please discuss setting a **separate appointment** to review your changes. The purchase of the **Tax Maintenance Plan** is an excellent way to cover the cost of the appointment.

Business Income & Expenses

(If This Does Not Apply To You, Check The Box & Go To The Next Section)

- Did you **start**_____, **purchase**_____, or operate an **ongoing**_____ **business** last year? If you purchased a business we will need a copy of the complete escrow from that business and the name, address, and ID or Social Security number of the seller of that business.
- Do you have a business that SlackTax, Inc does not do the bookkeeping for? If so, please request our new business questionnaire. This questionnaire may have already been provided to you. If not, we will be happy to send you one or you can download it from our website under RESOURCES.
- Do you accept **credit/debit cards** as payment for your goods or services? Starting in 2011, businesses are required to list the payments received by credit/debit cards separately from other payments. Your merchant account provider will issue a Form 1099-K showing these amounts, listed by month. You may not receive this form until March 15, which could require filing for an automatic extension of time to file your return.
- Did you **purchase** any **business assets** (furniture, equipment, vehicles, real estate, etc.)? If so, provide descriptions, dates acquired, and amounts paid for those assets. If there is a related escrow settlement document, we will need to see it. For **cars and trucks**, we will need to see **purchase contracts**.
- Did you **use your car or truck for business purposes**? IRS REQUIRES a log of all business miles. Automobile expenses can be calculated as "actual expenses" or as a "cents per mile" deduction. However both of these calculations require the total number of miles driven and the number of business miles. This information should be **written** in a log. If you use the "cents per mile" method, there are two separate rates this year. For BOTH the "actual expenses" and "cents per mile" methods, please complete the following :

	1/1 - 6/30/11	7/1 - 12/31/11
Total Miles Driven	_____	_____
Business Miles Driven	_____	_____
Personal Miles Driven	_____	_____

Business Income & Expenses - continued

Yes No

- Did you **sell or dispose** of any **business assets** (furniture, equipment, vehicles, real estate, etc.)? If so, provide descriptions, dates sold, and amounts received for those assets. If there is a related escrow settlement document, we will need to see it.
- Did you **barter** in exchange for any goods or services?
- Did you contribute to any **Self-Employed business pension** plan such as a () SEP, () Simple Plan, () Money Purchase Plan, () Profit Sharing Plan, () 401K, () Solo 401K, () Other, please describe.? If "Yes", please check the appropriate plan and provide us with the amount of contribution. Management fees for these plans are also deductible.
- Do you have a () **new** or () **ongoing retirement plan** for employees? Please provide us with the contributions reports.
- Did you pay for **medical insurance** or **long-term care insurance** for yourself and your family?
- Did you pay for **health insurance for your employees**? If so, you may be eligible for a tax credit. We will need a list of all employees, their annual income, the number of hours each employee worked, total amount of health insurance premiums paid and the amount you as the employer paid. Do not include any of the above information as it pertains to the owner(s).
- Did you **pay more than \$600** to any individual or business (not corporations) during the year? If so, you are required to furnish a Form 1099-MISC to the individual or business AND to the IRS by **JANUARY 31**. Did you file the required Form 1099's by January 31? **YES or NO (please circle)** If you did not comply with this requirement please ask us about the penalties that WILL be levied by the IRS.
- Did you pay any **interest** on loans used to purchase business property, or interest on credit cards used **exclusively** for business purposes? Did you use home equity loans for this purpose? If so, some of your mortgage interest may need to be allocated to a business deduction.
- Did you use any part of your home **exclusively** for business purposes? If "Yes", provide details for square feet used for business, total square feet of the home, expenses related to the business portion, and general expenses for the interior of the home such as utilities, insurance and maintenance. (Sole Proprietors only)

Rental Properties (If This Does Not Apply To You, Check The Box & Go To The Next Section)

- Did you **purchase** or acquire an interest in a **rental property** last year? If "Yes", we will need a list of your rents and expenses. **Please read this carefully...** **Bring** a copy of the final escrow/settlement statement and a complete copy of the property tax bill/statement you received from the county where the property is located. Many clients assume we just need to know the amount of the property taxes paid. **We will need to see this document!**
- Did you rent out **property that you own** for any part of the year? If "Yes", provide information related to income and expenses and the periods rented.
- Did you **sell a rental property** or **land** last year? If yes, we will need the following:
Final Escrow/Settlement Statement from Sale
Final Escrow/Settlement Statement from Original Purchase
- List all improvements ever made to the property unless they have been reported on a previous years depreciation schedule. If we have always been your tax preparer we will already have this!
If you had previously deferred a gain from the sale of a rental property (1031 EXCHANGE) into this rental property, we will need to see a copy of the tax return from the year that property was exchanged!
- Did you **rent out** any portion of **your home** for more than two weeks? If "Yes", provide details for square feet of rental portion, total square feet of the home, income and expenses related to the business portion, and general expenses for the interior of the home such as utilities, insurance and maintenance.



Miscellaneous Information (This Section Must Be Completed)

Yes No

- CA Residents only:* Did you purchase items online from Amazon.com, e-Bay, etc. that did not include **CA Sales Tax**? Contrary to popular belief, items purchased outside the State of California or online are subject to sales/use tax. Please provide us with a list of items, purchase price of each item, and amount of sales tax paid, if any, to the other state(s) on each item. If you are unsure of the amounts purchased, the State of California has a chart that estimates the amounts purchased based upon your income.
- Did you **make gifts** of more than \$13,000 to any individual last year? If so, a gift tax return may need to be filed. Your tax preparer will be happy to discuss this with you.
- Did you contribute over \$13,000 to a **529 education plan**? If so, a gift tax return may need to be filed.
- Have you filed any gift tax returns in **previous years**? If "Yes", and if they were not prepared by *SlackTax, Inc.*, please bring copies.
- Have you received or paid "*cash*" in the amount of \$10,000 or more for any transaction during the year (Cash, Money Orders, Cashiers Checks, and Travelers Checks)? In order to protect the U.S. from terrorist actions, the U.S. Treasury Department and the IRS Criminal Investigation Division are required to follow up on **Cash transactions of \$10,000** or more. All banks and businesses are required to report these transactions to the IRS when they occur.
- Did you have an interest in, signature, or other authority over a financial account in a **foreign country**, such as a bank account, securities account, or other financial account? If so, bring account information and year-end statement if your aggregate balance in such accounts exceeds \$10,000.
- Did you engage the services of any **household employees** during the year to whom you paid more than \$1000? Do not include weekly gardeners, housekeepers, etc., who have their own business.
- Were you a policyholder who **received payments under a long-term care** (LTC) insurance contract or received any accelerated death benefits from a life insurance policy? If so, provide relevant information.
- Were you or any property you owned located in a **federally or state declared disaster area**?
- Have you received any **correspondence from IRS** or any other state government that you have not brought to us? This could include, but is not limited to, an **assessment of additional tax** and penalties, an **unexpected refund**, or an **audit notice**. If yes, please bring in copies of all correspondence.
- Have you recently reviewed the beneficiaries of your pensions, IRA's, life insurance, etc?
- Would you like to receive the monthly SlackTax e-mail **newsletter**? Please provide us with your **Current email address.** _____
- When we need to contact you to confirm your tax appointment, let you know your tax return is ready or there is late-breaking tax news would you prefer an email?

Questions for your Tax Preparer

I/we have read and completed this Income and Deductions Finder to the best of our knowledge.

Taxpayer's Signature

Date

Spouse's Signature (If Applicable)