



January 2, 2012

To Our Loyal Clients:

It is that time of year again, time to begin assembling information for the preparation of your 2011 income tax returns. Enclosed are checklists to help you gather your 2011 tax information. You should review the checklists to make sure you did not forget any information. However, please do not feel obligated to complete the checklists as they are only provided to assist you. If you or someone you know needs our "Client Tax Package", you can retrieve this from our website [www.boremanbabb.com](http://www.boremanbabb.com) under resources.

If we receive your tax information after March 31, 2012, we will not be able to complete your return by April 16, 2012. Please contact our office if you wish us to prepare the automatic extensions.

We have enclosed a Client Information Worksheet along with the two checklists. When you drop off your tax information at our office please include a completed copy of the Client Information Worksheet with your information. Please be sure that this worksheet correctly updates your address, telephone numbers, and bank information for direct depositing of any refunds. Also, as a reminder, we do require payment (cash or check, no credit cards accepted) of our tax preparation fees when you pick up your return from our office.

We are always hopeful that you might tell other people about the great service we provide to our clients. We are confident that your friends and family will find our tax preparation work quick, efficient, and very reasonably priced. As a small appreciation for telling your friends and family, we will be offering a dining gift certificate, valued at \$15 for each referral. Thank you so much for your loyalty and for spreading the word. It is our greatest advertisement. We will always strive to give you the best service possible and we will always be willing to go the extra mile.

We look forward to assisting you in the upcoming year. We trust you have had a wonderful Holiday and a Happy New Year. Thank you for your loyalty and friendship.

Sincerely,  
Daniel and Matthew

# TAX CLIENT INFORMATION WORKSHEET

## PERSONAL INFORMATION

Taxpayer Name: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Taxpayer Occupation: \_\_\_\_\_ Spouse's Occupation: \_\_\_\_\_

Taxpayer Birthdate: \_\_\_\_\_ Spouse Birthdate: \_\_\_\_\_

Taxpayer Work Telephone: \_\_\_\_\_ Spouse Work Telephone: \_\_\_\_\_

Taxpayer Cell Phone: \_\_\_\_\_ Spouse Cell Phone: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School District: \_\_\_\_\_ County: \_\_\_\_\_ Twp/Boro/City: \_\_\_\_\_

## ELECTRONIC – FILING INFORMATION

Bank Name: \_\_\_\_\_  Checking account  Savings account

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

**Note:** For electronic filing purposes, the self selected Personal Identification Number (PIN) will be the first *five* digits of the *taxpayer's* social security number unless other PIN is given (can only be 5 digits): \_\_\_\_\_.

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## CHECKLIST OF ITEMS TO BRING WITH YOU OR DROP OFF

- 1. All W-2's and 1099's.
- 2. All K-1 forms from S Corporations and Partnerships.
- 3. All 1098's (Mortgage interest statement).
- 4. Any Escrow statements.
- 5. 1099 forms which list stock sales (will also need purchase date and cost).
- 6. 1099 forms which list unemployment compensation, refunds, pension payments, and social security benefits.
- 7. 1099 forms which report IRA transfers.
- 8. Social security numbers and birthdates for all dependents born in 2011.
- 9. Name and social security number of a former spouse to whom you paid alimony.
- 10. If you moved during the year, we will need the dates, addresses and **school districts** that you moved from and to.
- 11. Any documents which related to a lump sum pension distribution.
- 12. Record of estimated tax payments.
- 13. Names, addresses and identification numbers of all daycare providers.
- 14. Your 2010 tax return. (For new clients only if you have not already provided it)
- 15. Settlement sheets (HUD-1) for any real estate purchases or sales.
- 16. A list of any purchases or improvements to your home involving energy efficient items (ie: certain rated windows, furnaces, larger appliances, etc...)
- 17. Any other documents you feel may be needed or have questions on.

**ITEMIZED DEDUCTION CHECKLIST (PAID IN 2011)**

MEDICAL EXPENSES

Prescription drugs \$ \_\_\_\_\_  
 Health insur. premiums \$ \_\_\_\_\_  
 Medicare premiums \$ \_\_\_\_\_  
 Long-Term Care Ins. \$ \_\_\_\_\_  
 Doctors & dentists \$ \_\_\_\_\_  
 Hospitals/Medical lodging \$ \_\_\_\_\_  
 Med. Mileage (Jan-June: 19.0¢/mile): \_\_\_\_\_  
 Med. Mileage (July-Dec: 23.5¢/mile): \_\_\_\_\_  
 Lab. & X-ray \$ \_\_\_\_\_  
 Glasses, hearing aids \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

TAXES

Real estate tax \$ \_\_\_\_\_  
 Other property tax \$ \_\_\_\_\_  
 Occupation taxes \$ \_\_\_\_\_  
 Personal taxes \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

INTEREST

Home mortgage- 1<sup>st</sup> \* \$ \_\_\_\_\_  
 Home mortgage- 2<sup>nd</sup> \* \$ \_\_\_\_\_  
 Student Loan Interest \$ \_\_\_\_\_  
 Investment interest \$ \_\_\_\_\_  
 \* If paid to individual list name,  
 address, and social security number:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONTRIBUTIONS

House of worship \$ \_\_\_\_\_  
 Heart/Cancer \$ \_\_\_\_\_  
 Payroll deductions \$ \_\_\_\_\_  
 United Way \$ \_\_\_\_\_  
 Easter seals \$ \_\_\_\_\_  
 Salvation Army (goods) \$ \_\_\_\_\_  
 Goodwill (goods) \$ \_\_\_\_\_  
 Charity miles (14¢/mile) \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

MISCELLANEOUS

Union due \$ \_\_\_\_\_  
 Tax prep. fees \$ \_\_\_\_\_  
 Job seeking costs \$ \_\_\_\_\_  
 Investment expense \$ \_\_\_\_\_  
 Safe deposit box rental \$ \_\_\_\_\_

NON-REIMBURSED EMPLOYEE EXPENSES

Professional licenses \$ \_\_\_\_\_  
 Trade/Prof. journals \$ \_\_\_\_\_  
 Educational expenses \$ \_\_\_\_\_  
 Safety equipment \$ \_\_\_\_\_  
 Work tools \$ \_\_\_\_\_  
 Business telephone \$ \_\_\_\_\_  
 Uniform cost \$ \_\_\_\_\_  
 Uniform laundry \$ \_\_\_\_\_  
 Professional societies \$ \_\_\_\_\_  
 Business Miles (Jan-June: 51.0¢/mile): \_\_\_\_\_  
 Business Miles (July-Dec: 55.5¢/mile): \_\_\_\_\_  
 Entertainment \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**OTHER INFORMATION**

Alimony payments \$ \_\_\_\_\_  
 Name ..... \_\_\_\_\_  
 SSN..... \_\_\_\_\_  
 Traditional IRA \ ROTH IRA (circle one) deposits:  
 Husband..... \$ \_\_\_\_\_  
 Wife..... \$ \_\_\_\_\_  
 SEP IRA deposits .. \$ \_\_\_\_\_  
 529 Plan Contributions: \$ \_\_\_\_\_

Daycare expenses:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 SSN: \_\_\_\_\_ Amount paid: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 SSN: \_\_\_\_\_ Amount paid: \_\_\_\_\_

**ESTIMATED TAX PAYMENTS MADE**

FEDERAL		STATE		LOCAL	
Date	Amount	Date	Amount	Date	Amount
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____