DAVIDOFF AND ASSOCIATES, CPA

TAX ORGANIZER 2009

Dear Client: This organizer is designed to assist you in gathering documentation for your 2009 tax return. The only originals that we require are W-2s and 1099-Rs. For all other documents, copies are acceptable.

If you have…	We need…
Stocks or bonds	Year-end broker statements
Mutual fund investments	Year-end statements with % that is US Government interest, % by state and /or % AMT (usually an enclosed booklet)
Sale of stocks or bonds or mutual funds	Sale: # units, date(s), sale amount(s) Purchase: # units, date(s), cost amount(s)
Municipal bonds or muni bonds funds	Year-end statement that shows amount of interest, % by state and/or % AMT
Sold, exchanged, or purchased property	Closing statements (HUD-1 statements). If property was sold or exchanged, we also need HUD-1 for purchase
Interest in partnership, S Corp, or trust	Form K-1
Mortgage(s)	Year-end Form 1098
Refinanced mortgages	Closing statement (HUD-1) and term of loan
Rental Property	Statement of Rental income and expenses (self-prepared)
Non-cash charitable contributions over $500 and less than $5,000	Itemized list showing the date acquired, how acquired, cost when acquired, and how valued for contribution, donated value
Non-cash charitable contributions over $5,000	Appraisal, unless publicly traded stock
Exercised incentive stock options or nonqualifying stock options	Paperwork showing exercise price, option price, how much included in wages
Sold employee stock purchase plan stock	Paperwork showing cost basis
A new child or spouse	His/her name, SSN, date of birth
Your 2008 returns prepared by another provider (or yourself)	Copies of your 2008 and 2007 returns (federal and state), all forms and schedules

As we prepare your return, we will call and discuss any significant issues with you. When the return is completed, you will be called with the results and you may tell us how you want to receive your return (either by mail, e-mail or in-person pick-up). If your information is received after April 1st, we will file an extension of time to complete your return, which will provide you with additional six months to complete and file your return. To be effective, tax planning should be coordinated with your comprehensive financial strategy. If you have not reviewed or fine-tuned your overall financial strategy recently, we encourage you to take advantage of a free annual review offered by our firm. Please mention it when calling.

We are looking forward to working with you this year. Please call at 703-232-1599 or email at inquire@davidoffcpa.com with any questions or concerns.

Tax Preparation Checklist

Income:

► W-2 forms – ORIGINALS, PLEASE

COPIES OF THE FOLLOWING:

►1099 forms (all), including:

1099-INT forms from banks and credit unions
1099-DIV forms from credit unions, mutual funds and stock companies
1099-G forms for prior year state refund
1099-B forms from mutual funds, stock companies for fund/stock sales
Cost of mutual funds/stocks sol, acquisition date
1099-R IRA rollover/distribution information forms
1099-R Pension/Annuity received information forms
If pension: age at starting date & after-tax amount contributed

►Alimony received/paid and name/social security number of recipient if paid
►If business owner, provide detail listing of income and expenses (categorized)

Type of vehicle, date placed in service, total/business mileage, own or lease, health insurance paid if non-subsidized policy, if business operated prior to 2009, cumulative depreciation schedule, if business began in 2008, equipment purchased, cost & date placed in service

►Rental properties – detailed income and expenses,

If placed in service prior to 2009, cumulative depreciation schedule
If placed in service in 2009, we need copy of HUD-1 closing statement

►K-1 forms from any partnerships, Sub-S corporations, trusts or estates
►Farm income and expenses
►Unemployment compensation
►Foreign source income
►Any other income

Deductions:

COPIES OF THE FOLLOWING:

► IRA/SIMPLE/Keogh/SEP contributions
► Moving expenses
► Penalty on early withdrawal of savings or CDs
► Medical or dental expenses
► Federal and state income taxes paid in 2004 and the date paid
► Real estate taxes
►Other taxes
►1098 home mortgage interest

►Home mortgage interest not reported on form 1098, identifying name/address/social security number
► Points paid on refinancing, date of refinancing and term of new loan
► Investment interest
►Cash/non-cash charitable contributions to qualified organizations
►Un-reimbursed employee expenses, tax preparation fees/investment expenses
►Any other deductions

Other:

►Copy of prior year federal/state income tax return (if this is your first year with us)
►Direct deposit/electronic filing and personal/dependent information forms (will be provided separately)

If Davidoff & Associates, CPAs prepared your tax returns last year, we will have all of your prior information.

This checklist is for your convenience only, a guide to help you begin gathering your 2009 tax year information. Please feel free to contact us with any questions.