13276 Research Blvd., Suite 101, Austin, Texas 78750; Tel (512) 250-1090 Fax 250-1972 Email:TOM@TaxmanTom.Com

Tom Umstattd, CPA
2010 INCOME TAX GATHERING ORGANIZER

Your name: ____ Date of Birth: ______________________

Occupation: ____ Social Security #: ______________________

Spouse's Name: ____ Date of Birth: ______________________

Occupation: ____ Social Security #: ______________________

Home address: ____Zip Code: ______________________

Business Address: ____E-Mail Address: ______________________

Telephone Number: Home: ____________ Business: ____________ Mobile: ____________ FAX:____________

Mailing address for return (if different) ______________________________ Zip Code: ______________________

Dependents:

If different from last year's return please give the following information for each dependent. (Note: You must have a social security number for each dependent.)

Name	Soc. Sec. #	Date of Birth	Relationship	Income**	Months in home

Please indicate source of income (wages, interest, dividends, etc.) Attach supporting documents (Forms W-2, 1099, etc.) if income is over $600.00. If you did **not provide more than 50% of the support for each dependent, give details.

The following questions are of great significance in correctly determining your tax liability. Please check the questions that apply to you. Please submit full details (documents, contracts, invoices, etc.) for items checked. Include copies of all IRS correspondence. NEW CLIENTS: Please provide last year's tax return.

A. Income:

__1. **Wages**--attach **Forms W-2** provided by each employer? Number of W-2s ________.

__2. **Interest** or **dividend** income? Submit 1099-INT, 1099-DIV, & broker's statements.

__3. Municipal bond income or other **non-taxable income**? Submit brokers' statements.

__4. **Other** cash received that you believe is **not subject to tax**? Please describe.

__a. Cash (rather than checks or credit) received for services, products, or rentals.

__b. Business **barter** transactions.

__c. Cash or property due to you in a transaction that you **assigned** to another.

__5. **Loans** between you and a business you own for which no interest was paid/received.

__6. **Sale/exchange** of real estate or other business assets? Attach purchase and sales closing statements or contracts.

__7. **Homebuyer Credit increasing the amount to $8000** – did you buy a principal residence on or before 4/30/10 and close by 6/30/10.

__8. Proceeds from sales that you believe are **non-taxable**? (Section 1031, sale price equals cost, condemnation awards, other)

__9. **Retirement** rollover or withdrawal? Attach Form 1099-R.

__10. **Social security** income? Form SSA-1099.

__11. **Rental** or royalty property (real estate, or equipment)? Attach statement of income and expenses.

__12. Partnership, S Corporation, Trust, Estate, **Forms K-1**? How many K-1's _______?

__13. Self-Employment business activity or contract labor? Attach **Form 1099-MISC.**

__ 13a. Are you a reservist, active duty military or fee-based government official?

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B. Did You Have Any of These:

__14. Business or **employee** related **expenses** (travel, entertainment, professional dues)?
__15. 2010 Contributions to **IRA,** Roth IRA, Education IRA, SIMPLE IRA, SEP, Keogh (Sec. 401)?
__16 **Moving** expenses for the tax year for a new job?
__17. **Non**-business **bad debts?**
__18. **Vehicle** used in trade or business, farm, investment, or other income producing activities?
__19. Vehicle used in **off-highway** business use? ____ gallons used.
__20. **Purchase or sale** of any **property** used in a trade or business, or for the production of income? (Describe the above property, cost(s), and the dates purchased and sold.)
__21. **Family members** who worked for your business, profession, farm, or investment activities, etc.?
__22. Registered tax shelters (**limited partnerships**)?
__23. Household services and/or **care of your dependents** so that you could be gainfully employed or a full-time student? List name of provider, address, Social Security number, and amounts paid.
__24. **Household labor** paid: $1,800 or more per person during 2010?
__25. **Alimony** paid or received?
__26. Casualty or theft **loss?**
__27. **Gifts** in excess of $13,000 to any one individual?
__28. **Charitable** contributions of appreciated property or vehicles?
__29. Itemized contribution **receipt** for charitable gifts of **$250** or greater?
__30. **Rental** property? (house, commercial, land, or equipment)
__31. **Non-cash charitable** contributions? (Goodwill, church, etc. **Do not overlook this one.**)
__32. **Property taxes** paid? (Real and personal property, boat tax, RV, not TX car registrations.)
__33. **Interest** expense paid? (Home mortgage interest, RV interest, second home, points, investment)
__34. **Seller financed** mortgage interest? Provide amount, name, social security number, and address.
__35. Qualified Mortgage Interest Credit Certificate (**MICC**) from a governmental agency on mortgage?
__36. **Health insurance** premiums, if you or your spouse is a self-employed person?
__37. **Medical expense** paid by you for you or your dependents?
__38. Qualified **medical plan** (Sec. 105) for your self-employed business for which your spouse works?
__39. Medical or Health Savings Account (**HSA or MSA**) contributions made by you or your employer.
__40. List by category: work tools, uniforms, safety equipment, job hunting, investment expenses, business education, travel, publications, safety deposit box, **tax preparation fee,** CPA fees?

C. Other

__41. Please explain to us how are you **planning for retirement.**
__42. Have you considered **non-qualified plan** options for retirement? Please explain.
__43. Do you have a plan for gifting your wealth to **reduce estate taxes**? Please explain.
__44. Do you have a **college savings plan**? Please explain.
__45. **Foreign** bank accounts or trusts greater than $10,000?
__46. Copies of **last year's** income tax **return** if not already submitted?
__47. **Estimated tax payments?** List dates (due 4/15/11, 6/15/11, 9/15/11,1/16/12) and amounts?
__47a. Charitable contributions paid directly from your IRA? Any casualty losses (storms, fires, etc.)?
__47b. Sales tax paid on large purchases (car, boat, trailer, etc.) and amount?
__48. Do you and your spouse both have a written will? Date last reviewed ____________.

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D. SELF EMPLOYMENT (TRADE OR BUSINESS) ACTIVITY

__49. What is the business name and address? Principal product or service?
__50. How many months was this business in operation during the tax year ______?
__51. Submit all quarterly Forms 941 & annual W-3 & W-2s that you have filed for the tax year.
__52. Do you operate an **office** out of your **home**? Square footage of home ______ & office ______?

Please submit (from your records) a summarized list of cash receipts and disbursements & a Quick Books or Quicken file backup disk (not accountant's copy) if you have one:

__53. Gross receipts--Income
__54. Inventory purchases and end of year cost
__55. Advertising
__56. Bad debts (accrual only)
__57. Purchase of furniture, equipment, property, and software (please itemize and give purchase dates)
__58. Car/truck expense (gasoline, repairs, etc., mileage log--total miles business & total miles)
__59. Licenses, professional fees, and dues
__60. Dues/publications (dues, magazines, professional publications, newspaper, etc.)
__61. Freight/postage
__62. Insurance (itemize owner health, employee health, disability, business)
__63. Interest (include credit cards if used in business) and bank charges
__64. Laundry/cleaning of uniforms in town or any clothes out of town while on business
__65. Legal/professional (attorney, accounting, tax preparation)
__66. Office expense (sodas, snacks, coffee, tea, paper, toner, ribbons, pens & pencils, etc.)
__67. Rent expense (for office and equipment)
__68. Repairs and maintenance (for building, equipment, furniture, rental)
__69. Supplies (incidental to production which are not capitalized in inventory)
__70. Taxes (itemize real property, personal property, 941, 940, TWC)
__71. Travel and lodging (do not include food, but include personal expenses while away from home)
__72. Meals and entertainment (list business entertainment separately from away from home meals)
__73. Utilities (list separately the following: phone, cellular phone, electric, water, gas)
__74. Wages and commissions (have you sent out W-2, W-3, 941, 940, TWC?)
__75. Contract labor (have you sent 1099-MISC if amount to any one person greater than $600?)
__76. Miscellaneous (Try **not** to submit a large **"miscellaneous"** amount.)

E. VEHICLES--Attach the purchase info

__77. Description of each vehicle
__78. Is there **written evidence** of business miles?
__79. **Total miles** driven each vehicle _________
__80. **Business** miles _______________________
__81. **Commuting** miles driven each vehicle ___
__82. **Personal** miles driven each vehicle ______
__83. Starting and ending odometer readings
__84. Provide a list of the expenses by vehicle
__85. Provide dates placed in service for each
__86. Did you purchase an electric/hybrid vehicle?

F. EDUCATIONAL & INTEREST

__87. Any **student loan interest** (Form1098-E)?
__88. **Hope Credit**: paid of college tuition/fees for you/spouse/dependents during first two years?
__89. **Scholarships/Grants**: did you receive any?
__90. Do you, your spouse or your dependents have an **Education IRA** or a **Section 529 Plan**?
__ 91. Did you teach or aid in a traditional school?
__ 92. Are you a performing artist?