

TAX CHECKLIST FOR PERSONAL TAX RETURNS

**Please read this document carefully.
It will save you taxes and time.**

Hi:

Its tax time again. This year should be easier than ever. These are turbulent times, but we are striving to make your life less bumpy when it comes to your taxes. We are all about efficiency and keeping fees down. In order for us to prepare your return more efficiently, please review the following pages, as outlined below.

Page 2: Tax Checklist - To help gather/organize your tax information for submission to us.

Page 3: Key tax savings and compliance questions for this year.

Page 4: Exhibit A –If you have stock sales or trading activity, use this as a guideline.

Page 5: Exhibit B – If you are self-employed or own rental real estate, use this as a guideline.

Once you have all your tax information together after reviewing these pages, please forward them to our office. Once we receive them, we will alert you right away and keep you posted throughout your tax preparation process.

If you want to email us your tax info, rather than mailing/dropping off, please be sure to email us only 1 PDF with all your correspondence merged into that 1 PDF which is less than 3MB. This way we only print one file, which is better quality control for both of us.

With the experience of the quality tax team in our firm, plus the success of the e-filing program, this year should be smoother than ever.

If you know anyone who would like an accounting firm to handle their matters during tax season and/or throughout the year, please feel free to mention us.

Thank you very much for your business.

Call for questions, happy to help.

de Ramon & Ratafia CPAs

If you want to email us your tax info, rather than mailing/dropping it off, please be sure to email us only 1 PDF with all of your correspondence merged into that 1 PDF. This PDF must be **less than 3 MB**.

TAX CHECKLIST

USE THIS PAGE TO HELP GATHER YOUR TAX RECORDS TO SEND TO US

INCOME ITEMS

FORM

- | | | |
|-----|-----------|---|
| 1.) | W-2 | Salaries paid to you by your employer. |
| 2.) | 1099-B | Sales of stocks & bonds. (*) |
| 3.) | 1099-DIV | Dividends Earned. |
| 4.) | 1099-G | Unemployment Compensation and/or State or local refund. |
| 5.) | 1099-INT | Interest income earned. |
| 6.) | 1099-MISC | Self employed earnings or rental income. (**) |
| 7.) | 1099-R | Distributions from IRAs, pensions, annuities. |
| 8.) | K-1 | Earnings from S-Corps, Partnerships, Estates & Trusts. |

(*) - For each sale listed on the 1099-B, please provide the related purchase information including amount and date acquired. An Excel spreadsheet is ideal, see **Exhibit A** which follows.

(**) – If you have income from self employment or rental income, please provide a list of expenses summarized by category for the year. An Excel spreadsheet is ideal, see **Exhibit B**.

EXPENSE/DEDUCTION ITEMS

- | | | |
|-----|------|--|
| 1.) | 1098 | Mortgage Interest paid, Points paid |
| 2.) | | Real Estate taxes paid, and dates they were paid. |
| 3.) | | Contributions/Donations made to charity, cash and/or clothing, etc. -If more than \$250 to a particular charity, you must retain a statement from the charity. |
| 4.) | | Un-reimbursed medical expenses. |

OTHER ITEMS

- | | | |
|-----|--|---|
| 1.) | | Any new dependents this year? If so please provide full name, date of birth and social security number. |
| 2.) | | For NY State filers, please tell us if you purchased anything and did not pay the required NY sales tax. This mostly occurs when purchasing items over the internet, mail order or TV. |
| 3.) | | If you want your refund electronically deposited to your bank account, provide your bank routing and account number. You can find these numbers at the bottom of your personal check, or you can just send us a voided check. |

11 KEY TAX SAVING QUESTIONS

If you answer YES to the following questions, please provide the information requested.
Please do not provide us with receipts, only a simple schedule for any information requested.

- 1) Did you purchase a main/primary residence during this tax year? If so a home-buyer tax credit may be available.
 - If YES, please provide us with the date of purchase and the purchase price.
- 2) Did you purchase an energy-efficient product or renewable energy system for your home such as heating, air conditioning, roofing, windows, doors, insulation, hot water heater, boiler, stove or solar panel? If so, an energy tax credit may be available.
 - If YES, please provide us with the date of purchase, what you purchased and the cost.
- 3) Did you pay college or higher education tuition or related expenses?
 - If YES, please provide us with this information along with any year-end tax forms the school sent.
- 4) Did you purchase (not lease) a new hybrid or diesel vehicle? If so, an energy credit may be available.
 - If YES, please provide us with the date of purchase, cost, exact make and model.
- 5) Do you want to contribute to an IRA, if eligible?
 - If YES, simply let us know and we will make the computation. If you already contributed to the IRA, let us know the amount.
- 6) Did you convert any of your retirement accounts to a Roth IRA?
 - If YES, please provide us the date and amount of conversion.
- 7) Do you need assistance with forming a corporation or LLC for your business? Significant tax savings are usually available by operating this way, rather than as a sole proprietor.
 - If YES, please let us know and we will provide you with further information so you can make an informed decision.
- 8) Do you have any Long Term Care premiums?
 - If YES, please let us know those amounts.
- 9) Do you have any medical expenses that were unreimbursed by insurance?
 - If YES, please let us know those amounts.
- 10) Did you contribute to a section 529 college savings program?
 - If so, please let us know how much contributed per child, and to what state the 529 plan is for.
- 11) Did you have any child care expenses such as day camp, day care, after school activities?
 - If YES, please provide us the amount paid per child, the name of the provider(s), their address and their federal tax ID#.

Exhibit A

If you had stock sales or trading activity, use this page.

If you sold securities this year please provide the 1099-B from the brokerage firm(s) that held these securities for you. The 1099-B reports the SALES amounts only.

Naturally, we need the PURCHASE/COST amounts so the corresponding gain/loss can be calculated.

Often your brokerage firm will provide the PURCHASE/COST info as an attachment to your 1099-B. If so, be sure to send that to us-there is nothing more you need to do, we'll take care of the rest.

If your brokerage firm does not provide the PURCHASE/COST info, please call your broker and ask him/her to provide.

If your broker does not have the PURCHASE/COST info, you will need to provide yourself to us. Please deliver this to us in the Excel format shown below

*** EXAMPLE ***

Name of Stock	Date Purchased	Date Sold	Year	Year	Purchase Amount	Gain/(loss)
			Amount	Amount		
IBM	12/15/02	10/3/xx	5,000	4,000	1,000	
CONACO	5/6/05	11/12/xx	7,500	8,200	(700)	
PEPSI	1/7/09	6/19/xx	2,000	1,500	500	
Totals			14,500	13,700	800	

You need to provide/figure out

From 1099-B exactly

Exhibit B

Excel spreadsheet for Self Employed and Rental Income.

Complete for *Self Employed*:

Type of Business?	<input style="width: 100%;" type="text"/>
What % of your home do you use for business?	<input style="width: 100%;" type="text"/>
Self Employed Income	
Income per 1099-MISC	\$ <input style="width: 100%;" type="text"/>
Income not not 1099-MISC	\$ <input style="width: 100%;" type="text"/>
Total Income	\$ <input style="width: 100%;" type="text"/>
Expenses	
Travel	\$ <input style="width: 100%;" type="text"/>
Computers & Equipment	\$ <input style="width: 100%;" type="text"/>
Office	\$ <input style="width: 100%;" type="text"/>
Advertising	\$ <input style="width: 100%;" type="text"/>
Dues & Subscriptions	\$ <input style="width: 100%;" type="text"/>
Legal & Professional	\$ <input style="width: 100%;" type="text"/>
Health Insurance	\$ <input style="width: 100%;" type="text"/>
Insurance-Other	\$ <input style="width: 100%;" type="text"/>
Bank Charges	\$ <input style="width: 100%;" type="text"/>
Outside Labor	\$ <input style="width: 100%;" type="text"/>
Postage	\$ <input style="width: 100%;" type="text"/>
Repairs	\$ <input style="width: 100%;" type="text"/>
Miscellaneous	\$ <input style="width: 100%;" type="text"/>
Rent	\$ <input style="width: 100%;" type="text"/>
Electric/Utilities	\$ <input style="width: 100%;" type="text"/>
Other - explain	\$ <input style="width: 100%;" type="text"/>
Other - explain	\$ <input style="width: 100%;" type="text"/>
Total Expenses	\$ <input style="width: 100%;" type="text"/>
Profit/(Loss)	\$ <input style="width: 100%;" type="text"/>

Complete for *Rental Income*:

Date Property Acquired?	<input style="width: 100%;" type="text"/>
Purchase amount?	<input style="width: 100%;" type="text"/>
Improvements since purch'd?	<input style="width: 100%;" type="text"/>
% of property you live in?	<input style="width: 100%;" type="text"/>
Rental Income	
Income per 1099-MISC	\$ <input style="width: 100%;" type="text"/>
Income not not 1099-MISC	\$ <input style="width: 100%;" type="text"/>
Total Income	\$ <input style="width: 100%;" type="text"/>
Expenses	
Travel	\$ <input style="width: 100%;" type="text"/>
Computers & Equipment	\$ <input style="width: 100%;" type="text"/>
Office	\$ <input style="width: 100%;" type="text"/>
Advertising	\$ <input style="width: 100%;" type="text"/>
Dues & Subscriptions	\$ <input style="width: 100%;" type="text"/>
Legal & Professional	\$ <input style="width: 100%;" type="text"/>
Commissions	\$ <input style="width: 100%;" type="text"/>
Insurance	\$ <input style="width: 100%;" type="text"/>
Bank Charges	\$ <input style="width: 100%;" type="text"/>
Maintenance/Condo Fees	\$ <input style="width: 100%;" type="text"/>
Major Improvements	\$ <input style="width: 100%;" type="text"/>
Real Estate Taxes	\$ <input style="width: 100%;" type="text"/>
Mortgage Interest	\$ <input style="width: 100%;" type="text"/>
Miscellaneous	\$ <input style="width: 100%;" type="text"/>
Repairs	\$ <input style="width: 100%;" type="text"/>
Other - explain	\$ <input style="width: 100%;" type="text"/>
Other - explain	\$ <input style="width: 100%;" type="text"/>
Total Expenses	\$ <input style="width: 100%;" type="text"/>
Profit/(Loss)	\$ <input style="width: 100%;" type="text"/>