

## TAX DATA SHEET

If applicable to your tax situation, please bring the following information:

- W-2s from employers
- Cancellation of Debt forms
- Miscellaneous income statements
- Year end interest and dividend statements
- Sales of stocks, bonds and mutual funds: brokerage statements showing purchase price, date and amount reinvested dividends as well as sales price and date
- Social security, unemployment, pension or annuity statements
- If divorced this year: final papers indicating deduction for dependent children
- K-1(s) from partnership(s), S-corporation(s), LLC(s), trust(s)
- House purchase or refinance: closing papers
- Child and dependent care expenses: name, address, SS# or ID# of person/organization giving care and amount paid to each provider for each child
- Receipt from the school for which you are taking Arizona School Tax Credit

The following checklist of special categories could lead to helpful deductions. Please check the ones that apply and bring supporting information to your appointment.

- Were there any births, adoptions, marriages, divorces or deaths in your immediate family during the past year?
- Do you have anyone other than your children living with you?
- Do you contribute toward the support of persons other than those living with you?
- Do you have a second job?
- Did you use your car on the job (other than to and from work)?
- Did you work out of town for part of the year?
- Did you receive any reimbursement from your employer?
- Do you pay or receive alimony?
- Did you have any gambling winnings?
- Did you receive any distribution from an IRA, Roth IRA or retirement plan?
- Did you purchase any special clothing, tools or equipment required for your job?
- Did you take any schooling related to your present job?
- Did you or a member of your family attend college this year?
- Did you pay any expenses to obtain employment?
- Do you expect a substantial change in your income next year?
- Did you receive a notice from IRS or AZ Department of Revenue regarding changes to a prior years' tax return? (If so, please bring all correspondence.)
- Did any of your dependent children receive unearned income such as interest or dividends?
- Are you making loan payments on a boat or recreational vehicle that has basic living accommodations such as sleeping space, toilet and cooking area?
- Did you convert a regular IRA to a Roth IRA?
- Did you make a contribution to a regular IRA or to a Roth IRA?
- Did you make a cash charitable contribution which primarily works with the working poor? For a list of qualifying organizations, please go to [www.azdor.gov](http://www.azdor.gov) and click on the "tax credits" link on the left side of the page then the link to the *Working Poor Credit*.

**MEDICAL/DENTAL** **Amount**  
(primarily for State purposes)

Prescription drugs \_\_\_\_\_  
 Medical/dental insurance \_\_\_\_\_  
 Medicare \_\_\_\_\_  
 Long-term care insurance:  
     Self \_\_\_\_\_  
     Spouse \_\_\_\_\_  
 Doctors/dentists \_\_\_\_\_  
 Hospital \_\_\_\_\_  
 Lab fees and X-rays \_\_\_\_\_  
 Nursing home/assisted living \_\_\_\_\_  
 Glasses, contacts, eye exam \_\_\_\_\_  
 Hearing aids, batteries, etc. \_\_\_\_\_  
 Smoking cessation items \_\_\_\_\_  
 Weight loss program for obesity \_\_\_\_\_  
 Medical equipment/supplies \_\_\_\_\_  
 Breast pump & supplies \_\_\_\_\_

Mileage: 1-1-11/6-30-11 \_\_\_\_\_  
           7-1-11/12-31-11 \_\_\_\_\_

**TAXES**

Real estate (primary home) \_\_\_\_\_  
 Real estate (second home) \_\_\_\_\_  
 Real estate (land) \_\_\_\_\_  
 Auto registration \_\_\_\_\_  
 Sales tax on vehicle/MAJOR home improvements \_\_\_\_\_

**INTEREST PAID**

Mortgage (primary home) \_\_\_\_\_  
 Mortgage (second home) \_\_\_\_\_  
 Home equity \_\_\_\_\_  
 Motor home, boat, etc. \_\_\_\_\_  
 Student loans \_\_\_\_\_  
 Mortgage Insurance Premiums^ \_\_\_\_\_  
     \*contracts after 2006

**ESTIMATED PAYMENTS PAID**

	To Federal	To State
04-18-11	_____	_____
06-15-11	_____	_____
09-15-11	_____	_____
01-17-12	_____	_____

**CHARITABLE CONTRIBUTIONS** **Amount**

Cash/checks \_\_\_\_\_  
 Payroll deduction \_\_\_\_\_  
 Personal property \_\_\_\_\_  
 Qualifying school credit:  
     Public school \_\_\_\_\_  
     Private tuition organization \_\_\_\_\_  
 Working Poor Credit \_\_\_\_\_  
 Charitable miles driven: \_\_\_\_\_

**EMPLOYEE EXPENSES**

Union/professional dues \_\_\_\_\_  
 Safety equipment \_\_\_\_\_  
 Small tools \_\_\_\_\_  
 Business publications \_\_\_\_\_  
 Cellular phone/service \_\_\_\_\_  
 Travel: Air \_\_\_\_\_  
     Rental car \_\_\_\_\_  
     Lodging \_\_\_\_\_  
     Meals \_\_\_\_\_  
 Uniforms & upkeep \_\_\_\_\_  
 Educational expenses: Tuition \_\_\_\_\_  
     Books \_\_\_\_\_  
     Supplies \_\_\_\_\_  
 Job search: copies, postage, etc. \_\_\_\_\_  
 Mileage: 1<sup>st</sup> job to 2<sup>nd</sup> job  
     1-1-11/6-3-11 \_\_\_\_\_  
     7-1-11/12-31-11 \_\_\_\_\_  
 Continuing education  
     1-1-11/6-30-11 \_\_\_\_\_  
     7-1-11/12-31-11 \_\_\_\_\_  
 Professional meetings  
     1-1-11/6-30-11 \_\_\_\_\_  
     7-1-11/12-31-11 \_\_\_\_\_  
 Job search  
     1-1-11/6-30-11 \_\_\_\_\_  
     7-1-11/12-31-11 \_\_\_\_\_

**MISCELLANEOUS**

IRA fees \_\_\_\_\_  
 Tax preparation fee \_\_\_\_\_  
 Investment advice \_\_\_\_\_  
 Safety deposit box \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**BUSINESS INCOME AND EXPENSES**

**Amount**

**RENTAL INCOME AND EXPENSES**

**Amount**

**Gross Income**

\_\_\_\_\_

**Gross Income**

\_\_\_\_\_

**Expenses**

- Advertising \_\_\_\_\_
- Bank charges \_\_\_\_\_
- Dues/publications \_\_\_\_\_
- Gifts \_\_\_\_\_
- Insurance (liability) \_\_\_\_\_
- Interest (business credit card) \_\_\_\_\_
- Labor/wages \_\_\_\_\_
- Legal/professional fees \_\_\_\_\_
- Postage \_\_\_\_\_
- Rent on business property \_\_\_\_\_
- Repairs to equipment \_\_\_\_\_
- Repairs on building \_\_\_\_\_
- Supplies (office) \_\_\_\_\_
- Supplies (other) \_\_\_\_\_
- Taxes (sales) \_\_\_\_\_
- Taxes (payroll) \_\_\_\_\_
- Meals/entertainment \_\_\_\_\_
- Telephone/cell phone service \_\_\_\_\_
- Uniforms/uniform cleaning \_\_\_\_\_
- Travel:
  - Airline \_\_\_\_\_
  - Hotel \_\_\_\_\_
  - Rental car \_\_\_\_\_
  - Laundry \_\_\_\_\_

**Expenses**

- Advertising \_\_\_\_\_
- Cleaning/maintenance \_\_\_\_\_
- Insurance \_\_\_\_\_
- Labor \_\_\_\_\_
- Legal/professional fees \_\_\_\_\_
- Management fees \_\_\_\_\_
- Mortgage interest \_\_\_\_\_
- Repairs \_\_\_\_\_
- Supplies \_\_\_\_\_
- Real estate taxes \_\_\_\_\_
- Utilities \_\_\_\_\_

Total miles driven \_\_\_\_\_

Business miles driven:

- 1-1-11/6-30-11 \_\_\_\_\_
- 7-1-11/12-31-11 \_\_\_\_\_

Total miles driven \_\_\_\_\_

Business miles driven:

- 1-1-11/6-30-11 \_\_\_\_\_
- 7-1-11/12-31-11 \_\_\_\_\_

Large purchases for rental

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Car expenses:

- Gas/oil \_\_\_\_\_
- Repairs \_\_\_\_\_
- Registration \_\_\_\_\_
- Interest on car loan \_\_\_\_\_
- Insurance \_\_\_\_\_

Miscellaneous:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Large purchases/miscellaneous for business purposes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_