ADA TAX PROFESSIONALS

9140 Ustick Rd.
Boise, ID 83704

RETURN SERVICE REQUESTED

2011 TAX YEAR QUESTIONNAIRE & NEWSLETTER

LET US HELP YOU PREPARE FOR YOUR TAX APPOINTMENT

Please review this questionnaire before making your appointment.

Check any box that needs a 'yes', then, fill in the amounts. Or, you may use this as a guide to help you get organized. Bring this in along with all your other information when you come in for your appointment. If you have questions, please don't hestitate to call. Our number is 377-4303. See you soon!

YOURSELF and your FAMILY

- ☐ Did your name, address, phone number or marital status change?
- ☐ Are you being claimed as a dependent on another tax return?
- ☐ Is anyone living with you not a dependent or spouse?
- ☐ Are you adopting a child or do you plan to adopt?
- ☐ Did you gain or lose any dependents? *Bring date of birth and SSN of new dependents.*
- ☐ Are you blind, disabled or turning 66 in 2012?
- ☐ Did you transact business with family members, i.e. buy real estate, borrow or lend money?
- ☐ Did you pay for child care in order to work or go to school?
- ☐ Do you have dependents with wages or investment income?
- ☐ Are you maintaining a home for a family member who is age 65 or older, or has a developmental disability?
- ☐ Did you pay for Personal Care Services (prescribed by a physician) for a family member?
- ☐ Did you give anyone gifts with an *accumulated* valued over $13,000?

EARNING A LIVING & OTHER INCOME

- ☐ Did you receive wage or salary income? *Bring W-2.*
- ☐ Did you receive self-employment or non-employee income? *Bring 1099-Misc*
- ☐ Did you receive income from any other sources, i.e., *alimony, jury duty, tips, online sales, gratuities, contests, awards, gambling, lottery, commissions, bonuses (not on W-2) or inheritance*?
- ☐ Did you sell personal property?
- ☐ Did you receive unemployment? *Bring 1099-G*
- ☐ Did you receive social security? *Bring statement*
- ☐ Did you start a business? (See SE/business section)
- ☐ Did you receive farm income?
- ☐ Did you receive child support or public assistance?
- ☐ Did you receive disability or veteran's benefits?
- ☐ Did you receive worker's compensation?
- ☐ Did you receive income from a partnership, trust, estate or corporation? *Bring K-1.*
- ☐ Did you receive an insurance settlement or reimbursement from a prior year casualty, theft loss or medical deduction?
- ☐ Did you take money out of a retirement plan in 2011? (distribution, withdrawal, rollover) *Bring1099R*
- ☐ Are you renting out a room in your house?
- ☐ Were you compensated for any services or goods or receive any income not listed above or in another section of this questionnaire?

FEDERAL ESTIMATED TAXES PAID

	Date Paid	Amt Paid
Payment due 4/18/11	________	________
Payment due 6/15/11	________	________
Payment due 9/15/11	________	________
Payment due 1/16/12	________	________

- ☐ Did you make state estimated tax payments?

SAVINGS & OTHER INVESTMENTS

- ☐ Did you receive interest income? *Bring 1099-INT.*
- ☐ Did you receive dividend income? *Bring 1099-DIV.*
- ☐ Did you sell stocks or bonds? *Bring 1099-B. Purchase date and amount are also needed.*
- ☐ Do you have any worthless stock or uncollectible bad debts?
- ☐ Did you receive any foreign income?
- ☐ Do you have foreign bank accounts or property?
- ☐ Did you acquire rental or investment property?

Safe deposit box fee paid ________
Investment expense paid ie broker's fee ________
Margin interest paid? ________
Interest paid for the purchase of any other investments? ________

MISCELLANEOUS but Important

- ☐ If you will be receiving a refund, would you like it directly deposited into a bank account?

Routing Number ____________________
Account Number ____________________
☐ Checking ☐ Savings

- ☐ Did you buy or sell a house or other real estate? *Bring closing statement(s)*
- ☐ Did you **not** live in Idaho for any part of 2011?
- ☐ Do you expect any significant changes in income or circumstances in the coming year?
- ☐ Did you receive a notice from the IRS or any State Taxing Entity ? *Bring copy of letter.*
- ☐ Did you pay Alimony? Amount________________

Recipient's name & SSN ____________________

- ☐ Tax preparation fee paid ____________________
- ☐ Did you make a job related move? *Bring receipts for cost of moving, travel and lodging (no meals) and amount reimbursed by employer.*
- ☐ Did you purchase an electric car? Amount? VIN?
- ☐ Did you make purchases without paying sales tax? Amount of purchases ____________________
- ☐ Did you incur casualty or theft losses?
- ☐ Did you have gambling losses? (Not more than winnings)
- ☐ Did you file bankruptcy, have canceled debt, or abandon property? *Bring 1099-C or 1099-A*
- ☐ Did you receive the $7,500 First-Time Homebuyers Credit that is required to be paid back?

ADA TAX PROFESSIONALS —PRIVACY POLICY

We collect non-public information about you from the following sources:

Information we receive from you.
Information about your transactions with us or others (i.e., financial institutions).

Unless directed by you, we deny access to your personal and account information to anyone other than our staff. Without your permission we do not disclose any non-public personal information about you to anyone, except when legally required or permitted in connection with fraud investigations and litigation.
We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your non-public personal information.
Our policy applies to all current and former clients.

Gribskov Inc.

GENERAL NOTE:

Health insurance premiums, long term care premiums, and some charitable contributions may be a benefit on your Idaho state tax return even if you DO NOT Itemize.

YOUR HEALTH

Total medical expenses you paid during the tax year for which you were not reimbursed.

Prescription medication ________
Doctors, dentists, hospitals, etc. ________
Glasses, hearing aides, batteries, etc. ________
Medical miles ________
Lodging ________
Health Insurance: Medicare ________
Other ________
Qualified Long term care insurance (you) ________
Qualified Long term care insurance (spouse)________
Other ________

- ☐ Did you contribute to an HSA or MSA?
- ☐ Were you reimbursed from an HRA?

CONTRIBUTIONS TO CHARITIES

Cash donations for which you have bank records or written acknowledgement ____________

Noncash donations (in good condition or better) ____________
Bring detailed list if noncash donations total more than $500.

Charitable Mileage ________*Miles*

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Included Above

Educational entities: (Idaho schools, libraries, nonprofit museums, public radio or television, State Historical Society) ___________

Youth and Rehab facilities: (Arc, Children's Home, Hope House, Idaho Youth Ranch, Idaho Elks Rehab Hospital, GemYouth Services) ___________

RETIREMENT

- ☐ Do you/spouse have a retirement account?
  i.e., *Pensions, Annuities, IRAs, 401ks, Keoghs, SEPs, SIMPLEs, profit sharing, etc.*
- ☐ Did you/spouse make or do you plan to make a contribution? (other than what is shown on your W-2)
- ☐ Did you turn 70 1/2 in 2011?
  If you are over 70, what was the total balance of your retirement accounts as of 12/31?_________

EDUCATION

- ☐ Did you or any family member pay tuition to an eligible educational institution? *Bring 1098-T*
- ☐ Books and Materials purchased ____________
- ☐ Did you pay student loan interest? *Bring 1098-E*
- ☐ Did you pay school expenses with an IRA, Savings Bond, 529 Plan, etc? *Bring statements*
- ☐ Did you contribute to a 529 Plan? *Bring statements*
- ☐ Do you have children going to college in 2012?

EMPLOYEE JOB EXPENSES

(DO NOT INCLUDE BUSINESS OR SELF-EMPLOYED EXPENSES)

Union/professional dues ________
Subscriptions/trade journals ________
Continuing education expense ________
Tools and uniforms ________
Safety glasses, shoes, etc. ________
Job related supplies ________
Job related meals & entertainment ________
Gifts to clients ________
Travel ________
Vehicle Expenses See Vehicle Expenses
Lodging ________
Other _______________ ________

- ☐ Receive any reimbursement? Amount ________
- ☐ Was reimbursement included in W-2?

YOUR HOME

Bring 1098-Mortgage Interest Statement.

Property taxes paid (for any property) ________
Mortgage interest paid ________
Points paid ________
Personal property taxes (RVor Boat) ________
Irrigation taxes paid ________

- ☐ Did you buy, sell or refinance? *Bring in closing statements.*
- ☐ Was your house foreclosed upon? *Bring in 1099-C.*
- ☐ Are you paying mortgage insurance premiums on a mortgage acquired in 2007 or later?
- ☐ Did you acquire energy efficient or alternative energy equipment or make energy efficient improvements to your home?
- ☐ Did you pay anyone to work in your home on a regular basis (babysitting, housecleaning, gardening, yard work, or other domestic help)?
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YOUR HOME USED FOR BUSINESS

If the area was used exclusively for business or for daycare or adult care.

Square feet of office ____________________
Total square feet of home ____________________
Daycare: hours of use ____________________
Insurance ____________________
Utilities (not water) ____________________
Rent ____________________
Repairs ____________________
Maintenance ____________________

RENTAL PROPERTY

Address ________________________________

Rental Income ____________________

Expenses

Advertising ____________________
Cleaning and maintenance ____________________
Insurance ____________________
Legal and Professional fees ____________________
Management fees ____________________
Mortgage interest paid ____________________
Repairs ____________________
Supplies ____________________
Property Taxes ____________________
Utilities ____________________
Vehicle Expense *See Vehicle Expenses*
Irrigation tax ____________________
Yard maintenance ____________________
Other ______________ ____________________
Large Purchases and Improvements *See Asset Section*

ASSET PURCHASES

For Business or Rental Description	Cost	Date placed into service

SELF EMPLOYED BUSINESS OR HOBBY

Fill in or use as a guide. If available bring year-end financial statements and detailed general ledger.

Gross Receipts ____________________
Returns and Allowances ____________________
Beginning inventory ____________________
Ending inventory ____________________
Date Inventory Completed ____________________
Purchases ____________________

If a "Hobby" Stop Here…

Expenses

Vehicle Expense *See Vehicle Expenses Below*
Advertising ____________________
Bank fees ____________________
Communications ____________________
Insurance (not health) ____________________
Insurance (health) ____________________
Interest paid ____________________
Legal and Professional fees ____________________
Office supplies ____________________
Rent or lease ____________________
Repairs and maintenance ____________________
Supplies ____________________
Taxes and licenses ____________________
Travel ____________________
Meals and Entertainment ____________________
Utilities ____________________
Wages ____________________
Other________________ ____________________
Other________________ ____________________

Tangible & Intangible Assets Used in the Business
See Asset Purchase Section

☐ Were you involved in barter transactions?

VEHICLE EXPENSES

Separate mileage for each vehicle & activity i.e., Business, Employee Expenses, Rental. If you deduct actual expenses rather than take the standard mileage deduction, bring a list of expenses

Make and model ______________________________
Total miles driven in 2011 ______________
Business miles Jan 1st - June 30th ______________
Business miles July 1st - Dec 31st ______________
Commuting miles ______________
Vehicle Loan interest ______________