

Advisor Tax Services 2011 Questionnaire**(802) 253-5222**

Name (T) _____ Signature _____ Date ____/____/____

Name (S) _____ Signature _____ Date ____/____/____

Section A - Prior clients need only enter information that changed since last year

T = taxpayer S = spouse

Phone: home _____ work (T) _____ work (S) _____ cell (T) _____ cell(S) _____

Do you use cell phone texting ? Y N

Birthday: (T) ____/____/____ (S) ____/____/____ Occupation: (T) _____ (S) _____

Mailing address? _____

Physical address (if different than mailing) _____

Email: (T) _____ @ _____ (S) _____ @ _____

Section B - All clients circle Y, N or N/A for all questions**During 2011, did you or your spouse**

1. Y N change your marital status or separate from your spouse ?
2. Y N have dependents (children, parents, relatives, significant other, etc.) ?
3. Y N receive correspondence (other than refunds) from the IRS or a state tax office ?
4. Y N make estimated tax payments (IRS or state – other than withholding from wages or retirement plans) ?
5. Y N work in the military ?
6. Y N were legally blind ?
7. Y N wish to claim an exemption for a dependent not living with you more than ½ of year (ex. college student) ?
8. Y N have shared custody of 1 or more dependent children ?
9. Y N N/A if yes to previous question, did children spend more than ½ of overnights in year with you?
10. Y N wish to remove an exemption for a dependent claimed last year ?
11. Y N 1 or more dependent children have income ?
12. Y N N/A if yes to previous question, did they have investment income greater than \$1,900 ?
13. Y N purchase or sell a primary home ?
14. Y N N/A if you sold your primary home, did you receive a first-time homebuyer credit when you purchased it ?
15. Y N purchase or sell any other real estate ?
16. Y N own a second home, camp, land, RV, or boat (with kitchen & bath) ?
17. Y N own property which you rent to others ?
18. Y N rent part of your primary or second home to others ?
19. Y N retire or change your occupation ?
20. Y N have self-employment income or have your own business ?
21. Y N buy, sell or start your own business or acquire an interest in a partnership or corporation?
22. Y N use part of your home for business ?
23. Y N work out of state for part of the year ?
24. Y N pay interest on a mortgage ?
25. Y N refinance a mortgage or take out a home equity loan ?
26. Y N have a mortgage foreclosed or sell property in a “short” sale ?
27. Y N pay real estate taxes directly or via mortgage escrow ?
28. Y N pay property taxes on a vehicle if you lived outside of Vermont ? (ex. Mass , Conn., etc.)
29. Y N make energy efficient improvements to your primary home ?
30. Y N pay child support or alimony to an ex-spouse ?

31. Y N contribute to a retirement plan at work by payroll deduction (401k, 403b, Simple IRA, etc.) ?
32. Y N contribute (or plan to) to any kind of retirement plan outside of work ? (IRA, Roth, SEP, etc.) ?
33. Y N convert a regular IRA to a Roth IRA or rollover funds from one retirement plan to another ?
34. Y N participate in an employee stock purchase plan (ESPP) at work ?
35. Y N exercise a stock option at work ?
36. Y N sell any ESPP or option stock from 2 lines above ?
37. Y N contribute to a Health Savings Account (HSA) or Medical Savings Account (MSA) ?
38. Y N withdraw funds or take a distribution from an HSA or MSA ?
39. Y N contribute to a Flexible Spending Account (FSA) at work for medical/dental/eye care costs ?
40. Y N contribute to an FSA at work for dependent care benefits ?
41. Y N pay for child or disabled dependent care either directly or using your FSA ?
42. Y N pay interest on a student loan for yourself, spouse or dependents ?
43. Y N pay college tuition/fees (unreimbursed) for yourself, spouse or dependents ?
44. Y N pay for college course books for yourself, spouse or dependents ?
45. Y N receive a refund or reimbursement of tuition paid in a prior year ?
46. Y N contribute to a state tuition savings program (529 plan) for yourself, spouse or dependents ?
47. Y N pay un-reimbursed moving expenses due to job change ?
48. Y N make any charitable contributions either directly or via payroll deduction ?
49. Y N make a donation of any kind of property (car, boat, clothing, furniture, toys, etc.) ?
50. Y N have health insurance ?
51. Y N pay for long-term care insurance ?
52. Y N pay expenses to adopt a child ?
53. Y N live outside of the US for any period of time including prior to this year ?
54. Y N have any income from foreign sources or do you have foreign accounts or assets ?
55. Y N own any real estate outside of the US ?
56. Y N pay any foreign taxes (can occur in brokerage account) ?
57. Y N make any payments to a foreign person or entity ?
58. Y N have a joint account (bank, brokerage, etc.) with a non-spouse ?
59. Y N purchase a big ticket item (car, boat, RV, housing materials, etc.) ?
60. Y N purchase a hybrid, electric, lean-burn or other qualifying alternative motor vehicle ?
61. Y N use an employer vehicle for personal purposes ?
62. Y N employ a live-in or full-time nanny, housekeeper, caretaker, etc. ?
63. Y N have an uninsured loss (fire, theft, Irene, etc.) ?
64. Y N become the victim of investment theft (example: Bernie Madoff scandal) ?
65. Y N own stock that is worthless (examples: Enron, Worldcom) ?
66. Y N have a carryover capital loss or Net Operating Loss (NOL) from a prior year ?
67. Y N pay Alternative Minimum Tax (AMT) in a prior year ?
68. Y N receive a gift of money, investments or assets ?
69. Y N make a gift of money, investments or assets to anyone ?
70. Y N have a relative pass away that you may receive an inheritance from in the future ?
71. Y N receive an inheritance ?
72. Y N N/A if yes to previous question, did you inherit an IRA, 401(k) or other retirement plan ?
73. Y N did you or spouse become executor or trustee of an estate or trust ?
74. Y N have a will and/or trust ?
75. Y N receive a loan from relative or friend ?
76. Y N loan money to someone else ?
77. Y N N/A if yes to either of previous 2 questions, is interest on the loan being paid ?
78. Y N declare bankruptcy or insolvency ?

Section C - Did you receive any of the following types of income ?

- | | <u>Qty.</u> | <u>Form</u> | |
|--|-------------|-----------------|---|
| 79. | Y N | ___ W2 | Wages |
| 80. | Y N | ___ W2G | Gambling or lottery winnings |
| 81. | Y N | ___ 1099-SSA | Social security or Social Security Disability Income (SSDI) |
| 82. | Y N | ___ 1099-INT | Interest |
| 83. | Y N | ___ 1099-DIV | Dividends |
| 84. | Y N | ___ 1099-B | Sale of stocks, bonds, mutual funds, etc. |
| Note: the prior 3 types of income may be reported to you on a single composite 1099 | | | |
| 85. | Y N | ___ 1099-G | State tax refund or unemployment compensation |
| 86. | Y N | ___ 1099-MISC | Self employment, rental, royalties or other income |
| 87. | Y N | ___ 1099-S | Proceeds from the sale of real estate |
| 88. | Y N | ___ 1099-R | Distributions or transfers from IRA, 401k, other retirement plans or life insurance |
| 89. | Y N | ___ 1099-SA | HSA/MSA distributions |
| 90. | Y N | ___ 1099-Q | 529 plan distributions |
| 91. | Y N | ___ 1099-LTC | Long term care insurance income |
| 92. | Y N | ___ 1099-A or C | Abandonment or cancellation of debt |
| 93. | Y N | ___ K1 | Income from a trust, estate, partnership or S corporation |

Did you receive any of the following types of income which may not have been reported to you on a form ?

- 94. Y N Cash (aka “off the books”, “under the table”, etc.) for services provided ?
- 95. Y N Child support or alimony payments from an ex-spouse ?
- 96. Y N A scholarship, fellowship or grant not used for degree candidate’s education expense ?
- 97. Y N Insurance proceeds that were not a reimbursement for a casualty loss ?
- 98. Y N Sick or disability pay that was not reported to you on a W2 ?
- 99. Y N Foster care or respite income ?
- 100. Y N Awards or prizes not reported to you on a W2G or other form ?
- 101. Y N Compensation for jury duty ?
- 102. Y N Compensation for being an estate executor ?
- 103. Y N Royalties not reported on to you on form 1099-MISC ?
- 104. Y N Tips exceeding \$20/month that you did not report to your employer ?
- 105. Y N Income from an installment sales ?
- 106. Y N Hobby income ?
- 107. Y N Farm income ?

Y N Do you expect any substantial changes in the coming year? If yes, provide brief explanation:

Y N Do you have any tax questions? _____

Section D - Questions for Vermont residents only

- 108. Y N receive a VT property tax credit by check (instead of it being sent to your town) ?
- 109. Y N have anyone besides spouse and dependents live in your household at any time during the year ?
- 110. Y N buy items out of state or via the internet for which you paid no sales tax (use tax is due to your state) ?
- 111. Y N do you wish to contribute to the VT Nongame Wildlife Fund , Veteran’s and/or VT Children’s Trust Fund ?
- 112. Y N receive any workers compensation ?
- 113. Y N receive any veteran’s benefits ?
- 114. Y N receive any Supplemental Security Income (SSI) benefits from Social Security Administration ?
- 115. Y N receive PATH, RUFA, food stamps, heating assistance or any other state payments ?
- 116. Y N receive assistance from the state to pay your mortgage ?
- 117. Y N receive any income from caring for a disabled adult in your home ?

Section E - Document checklist – for each question on questionnaire that you answered yes to, check the item below. Then bring or mail those documents to us.

- New clients only, copies of last 3 years of tax returns if possible
1. date of change in marital status; if divorced, copy of divorce decree; if widowed, copy of death cert.
 2. name, birthday and Social Security # of dependents; if current client, provide only for new dependents
 3. copies of letters from IRS or state
 4. date and amounts of estimated payments to IRS or state
 5. LES statements for end of year
 6. if declared legally blind this year, copy of eye doctor's certification statement
 7. name, birthday and Social Security # of dependent not living with you for more than 1/2 of year
 8. if claiming exemption for child, a record of overnights for each child that you have shared custody of
 9. same as #8
 10. name of dependent to remove
 11. all income for dependent; check with us before they file a tax return on their own
 12. same as #11
 13. settlement statement (HUD-1 form) for sale; same for original purchase if we do not already have it
 14. amount of first time home buyer credit received from IRS after purchase of home
 15. same as #13
 16. mortgage/loan interest and/or property taxes paid
 17. use our Rental income/expense organizer - <http://www.advisortaxservices.com/forms.html>
 18. same as #16
 19. date of retirement or change in occupation; new occupation
 20. use our Business income/expense organizer - <http://www.advisortaxservices.com/forms.html>
 21. call our office ASAP for information on what we will need from you
 22. use our Business use of home organizer - <http://www.advisortaxservices.com/forms.html>
 23. other states worked in; if self-employed, record of income and expenses by state – see item #21
 24. forms 1098 mortgage interest statements
 25. if refinanced, HUD-1 settlement statement
 26. forms 1099-A or 1099-C or details of amount of loan still outstanding
 27. copy of property tax bill and record of property taxes paid
 28. vehicle type and amount of tax paid during the year; note: Vermont does not have a vehicle tax
 29. all receipts for insulation, windows, doors not including cost of installation; if solar/wind/geothermal, also cost of installation; manufacturer's certification that product qualifies for federal tax credit; also we will need to know the amount of credit you claimed in the past 5 years (2006 – 2010)
 30. name and SS# of person you paid child support or alimony to and record of amounts paid for year
 31. contributions to retirement plan will be shown on your W2 in box 12 or 14
 32. record of retirement plan contributions or form 5498 if sent to you
 33. form 1099-R showing amount converted or rolled over
 34. record of ESPP purchases including date, # of shares and amount paid (can get from employer)
 35. record of option purchases including date, # of shares and amount paid (can get from employer)
 36. record of sale (reported on a 1099 form) and purchase history of shares sold (can get from employer)
 37. bank statements for HSA/MSA and form 1099-SA
 38. bank statements for HSA/MSA and form 5498-SA
 39. contributions to an FSA may be shown on your W2
 40. contributions to an FSA for child care should be shown on your W2 in box 10
 41. name, address and EIN#/SS# for each provider (we may already have) and the total amount paid for each child during the year including any amounts you used from the FSA
 42. student loan interest forms 1098-E
 43. tuition forms 1098-T and a student account transcript showing charges and payments by date

44. amount paid for college books
45. amount and date of tuition reimbursements
46. record of amounts contributed to 529 plan or annual statement from plan
47. if job move was more than 50 miles, amount paid for move including lodging and miles driven
48. all charitable contributions greater than \$250 must be acknowledged in writing by donee
49. receipts for contributed property and form 1098-C from donee if car or boat

For more deductions, see Personal deductions questionnaire - <http://www.advisortaxservices.com/forms.html>

50. amount paid if not on W2 and how, direct, payroll deduction, employer, COBRA, Catamount, etc.
51. amount paid for long-term care insurance for each person during the year
52. record of all adoption related expenses for each child
53. dates of living abroad for this year and records of travel to and from the US
54. name and address of institutions where foreign accounts are and maximum balance during the year;
record of all income from foreign sources
55. list of foreign properties owned, when & how acquired and cost to purchase, if any
56. record of all taxes paid to a foreign entity (may be reported on a brokerage 1099 statement)
57. record of payments to foreign person or entity
58. name and relationship of joint account holders
59. date and amount of sale tax paid on large purchases (car, boat, RV, housing materials, etc.)
60. sales receipt for purchase of hybrid or other type of vehicle that qualifies for tax credit
61. details of use of employer vehicle
62. name, address, SS# and amounts paid to household employee during the year
63. if you have a casualty loss, call us for information on what you will need to provide
64. same as #63
65. purchase history of worthless stock plus date and proof that it became worthless
66. copy of prior year tax return if we do not already have it
67. copy of prior year tax returns on which you paid AMT if we do not already have them
68. dates, description and fair market value of each gift (not counting nominal birthday, Xmas, etc.)
69. dates, description and fair market value of each gift that you made
70. relationship and date of death (DOD) for each relative that died
71. complete details of amounts inherited including fair market value of assets on DOD
72. year-end account statement for inherited retirement plans
73. if executor or trustee, call us for information on what you will need to provide
74. copy of trust document
75. name, address and SS# of individual(s) that you loaned money to plus amounts and dates
76. name, address and SS# of individual(s) that you received loan from plus amounts and dates
77. amortization schedule and record of payments for loans
78. date of bankruptcy/insolvency and list of liabilities that were discharged
79. through 93. ALL forms for types of income of that you checked
94. record of cash payments received and services provided
95. name and SS# of person who paid you child support or alimony and the total amount paid for year
96. through 104. for each item, date and amount of income
105. if new this year, details of sale and loan or copy of prior year tax return if we do not already have
106. type of hobby and details of income and expenses
107. if you have a farm, call us for information on what you will need to provide
108. amount of property tax credit if sent to you by check instead of to your town
109. if you wish to apply for renter rebate or property tax credit, name, income and SS# (or tax return) of
all individuals who lived with you at any time during the year
110. amount that you wish to contribute to each Vermont fund
111. total cost of items (excluding food & clothing) bought for which you paid no sales tax
112. through 117. amount of income received for each category checked