



INCOME TAX PREPARATION CHECKLIST

Be sure to download the Engagement Letter and Form 8879 from our website and bring it with you to your appointment.

In 2011, did you (or your spouse) receive income from any of the following:

- Wages – **W2(s)**
- Interest or Dividends – **1099 Div or Int**
- Retirement or IRA Distribution – **1099 R**
- Partnership or S-Corporation – **K1(s)**
- Unemployment – **1099 G**
- State Income Tax Refund
- Alimony
- Social Security Benefits – **1099 SSA**
- Operating a Business/Self Employment
- Operating a Farm
- Rental property
- Gambling winnings
- Royalties – **K1(s) or 1099 Misc**
- Miscellaneous or Other Income – **1099 Misc**

In 2011, did you (or your spouse) sell or dispose of any:

- Stocks, Mutual Funds or Bonds – **1099 B**
- Personal Residence – **Closing Statement**
- Rental Property or Other Personal Property
If so are you receiving installments?

In 2011, did you (or your spouse):

- Contribute to an IRA, SEP, or Keogh Plan
- Pay interest on student loans
- Pay for post secondary education – **1098 T**
- Have a home mortgage, a second mortgage or a home equity loan – **1098**
- Pay real estate taxes – **Tax Statement or 1098**
- Pay medical expenses and/or private health or Long Term Care insurance premiums
- Make contributions to a charity or church
Over \$500 in non-cash items must be documented
- Suffer a casualty loss
- Have out-of-pocket job expenses
- Incur Job Hunting expenses
- Pay alimony

- Pay child or dependent care expenses
- Send payments to IRS for 2009 taxes
- Receive any letters or notices from the IRS
- Cash in a Life Insurance Policy or Annuity

Things to keep in mind:

Did you buy a new car or new personal residence in 2011?

Social Security number and date of birth are required for all individuals listed on a tax return.

W2s and 1099s should be mailed by Jan 31st.

Mortgage interest and real estate taxes paid can be usually obtained at an 800# (in coupon book).

If you sold stock you will need to know its original cost and purchase date.

You have until 4/15/11 to established 2010 IRAs (Traditional, Roth, SEP, or Education).

Do you have Schedule D losses carry forwards?

State sales tax is deductible on Schedule A.

The IRS is requiring ALL returns we prepare this year to be electronically filed this year.

A complimentary, personalized “Tax Organizer” is available for existing clients.

Make Your Appointment Now:

On-line at www.cubetax.com

OR

In Austin CALL 512.833.7856

In Dallas CALL 972.661.0334

Frank S. Dustin, Jr., EA

E-mail fdustin@cubetax.com