Jeb Williamson, CPA, LLC
418 1st Ave SE, Cullman, AL 35055-3405

January 23, 2012

Dear Friends:

2011 was a challenging year for both our community and our firm. Due to damage incurred from the 4/27/2011 tornado, we moved to a temporary location for almost six months while our downtown office was repaired. All client records remain secure and I am proud of how our team members continued to serve you during the transition. Thank you for your prayers and patience during this time. We look forward to greeting you at our newly-renovated office during the upcoming tax season.

This Client Organizer is designed to help you gather tax information needed to prepare your 2011 personal income tax return. We have preprinted certain information from your 2010 return to help you complete the organizer with minimal time and effort. Enter 2011 information on the Client Organizer sheets provided. If any information does not apply to you or is incorrect, please draw a line through it or make the necessary corrections.

Your completion and submission of the enclosed Questions will prevent important information needed to prepare a complete and accurate return from being overlooked. Please answer all questions and attach a statement when necessary for additional information not provided in the Client Organizer. We will also need the following information (if applicable):

- Forms W-2 for wages, salaries and tips.
- All Forms 1099 for interest, dividends, retirement, miscellaneous income, Social Security, state or local refunds, gambling winnings, etc.
- Brokerage statements showing investment transactions and cost basis for items sold
- Schedule K-1 showing income from partnerships, S corporations, estates & trusts.
- Statements supporting deductions for mortgage interest, taxes, and charitable contributions (including any Form 1098-C).
- Copies of closing statements regarding the sale or purchase of real property.
- Any tax notices sent to you by the IRS or state taxing authority.
- A copy of your income tax returns from last year, if not prepared by this office.

For our tech-savvy clients and those who live outside the Cullman area we have convenient, secure, less-paper alternatives for submission of your electronic organizer and source documents. Upon request we can create a personalized NetClient portal accessible from the "Client Login" tab of our website. Our NetClient portals have the highest level of security available that is comparable to the encryption used by online banking sites, brokerage companies, and credit card providers. NetClient portals are also available for delivery of your completed tax return, even if you submit a paper organizer. If you would like more information about these alternatives, please call our office or send an email to jeb@jwilliamsoncpa.com.

The enclosed Engagement Letter explains the services we will provide to you and formally hires our firm to prepare your tax return. Please sign the engagement letter and include it when you submit your tax information to our office. It is very important that we have this document signed <u>before</u> we begin preparing your return.

As a reminder, estimated tax payments for 2011 (if applicable) may be sent by 1/15/2012. If at least two-thirds of your total gross income for 2010 or 2011 was from farming, you may be able to avoid making estimated tax payments by filing your return and paying the entire tax due on or before 2/28/2012. <u>In order for us to meet this deadline, qualified farmers must have all information to our office no later than 2/15/2012</u>.

For your convenience, we will be open on Saturdays from 8AM to 12PM from February 4 through April 14, while Monday - Friday hours will remain 8AM to 5PM. Appointments may be scheduled through March 31 by calling 256-734-7393. You may also drop off your information without an appointment and we will contact you if we have any questions prior to completing your return.

In order to meet the 4/17 filing deadline, your completed tax organizer and other information must be received by our office no later than March 31, 2012. Any information received after 3/31 will likely require an extension be filed for your return. Any expected tax due must be paid with that extension to avoid late payment penalties and interest.

The last day that an extended 2011 individual income tax return can be filed is 10/15/2012. Information for extended tax returns must be received by our office no later than 9/30/2012 in order for us to complete your return by the final deadline.

Thank you for your business,

Jeb Williamson, CPA, LLC
256-734-7393

2011 Tax Year Questions

Please check the appropriate box and include all necessary details and documentation.

	Yes	No
Personal Information		
Did your marital status change during the year?	☐	☐
If yes, explain: ____		
Did your address change from last year?	☐	☐
Can you be claimed as a dependent by another taxpayer?	☐	☐
Did you change any bank accounts that have been used to direct deposit (or direct debit) funds from (or to) the IRS or other taxing authority during the tax year?	☐	☐
Dependent Information		
Were there any changes in dependents from the prior year?	☐	☐
If yes, explain: ____		
Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $1,900?	☐	☐
Do you have dependents who must file a tax return?	☐	☐
Did you provide over half the support for any other person(s) during the year?	☐	☐
Did you pay for child care while you worked or looked for work?	☐	☐
Did you pay any expenses related to the adoption of a child during the year?	☐	☐
If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?	☐	☐
Purchases, Sales and Debt Information		
Did you start a new business or purchase rental property during the year?	☐	☐
Did you acquire a new or additional interest in a partnership or S corporation?	☐	☐
Did you sell, exchange, or purchase any real estate during the year?	☐	☐
Did you purchase or sell a principal residence during the year?	☐	☐
Did you foreclose or abandon a principal residence or real property during the year?	☐	☐
Did you acquire or dispose of any stock during the year?	☐	☐
Did you take out a home equity loan this year?	☐	☐
Did you refinance a principal residence or second home this year?	☐	☐
Did you sell an existing business, rental, or other property this year?	☐	☐
Did you incur any non-business bad debts this year?	☐	☐
Did you have any debts canceled or forgiven this year?	☐	☐
Did you purchase a new hybrid, alternative motor, or electric motor energy efficient vehicle this year?	☐	☐
Did you pay any student loan interest this year?	☐	☐
Income Information		
Did you have any foreign income or pay any foreign taxes during the year?	☐	☐
Did you receive any income from property sold prior to this year?	☐	☐
Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?	☐	☐
Did you make any withdrawals from or contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401k, or other qualified retirement plan?	☐	☐
Did you make any withdrawals from an education savings or 529 Plan account?	☐	☐
Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?	☐	☐
Did you receive any Social Security benefits during the year?	☐	☐
Did you receive any unemployment benefits during the year?	☐	☐

	Yes	No
Did you receive any disability income during the year?	☐	☐
Did you receive tip income not reported to your employer this year?	☐	☐
Did any of your life insurance policies mature, or did you surrender any policies?	☐	☐
Did you cash any Series EE or I U.S. Savings bonds issued after 1989?	☐	☐

Itemized Deduction Information

Did you incur a casualty or theft loss during the year?	☐	☐
Did you pay out-of-pocket medical expenses (Co-pays, prescription drugs, etc.)?	☐	☐
Do you have evidence to substantiate charitable contributions?	☐	☐
Did you make any noncash charitable contributions (clothes, furniture, etc.)?	☐	☐
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C.	☐	☐
Did you have an expense account or allowance during the year?	☐	☐
Did you use your car on the job, for other than commuting?	☐	☐
Did you work out of town for part of the year?	☐	☐
Did you have any expenses related to seeking a new job during the year?	☐	☐
Did you make any major purchases during the year (cars, boats, etc.)?	☐	☐
Did you make any out-of-state purchases (by telephone, internet, mail, in person) that the seller did not collect state sales or use tax?	☐	☐

Miscellaneous Information

Did you make gifts of more than $13,000 to any individual?	☐	☐
Did you have any educational expenses during the year?	☐	☐
Did you make any contributions to an education savings or 529 Plan account?	☐	☐
Did you make any contributions to a Health savings account (HSA) or Archer MSA?	☐	☐
Did you pay long-term health care premiums for yourself or your family?	☐	☐
Did you pay any COBRA health care coverage continuation premiums?	☐	☐
If you are a business owner, did you pay health insurance premiums for your employees this year?	☐	☐
Did you utilize an area of your home for business purposes?	☐	☐
Did you engage in any bartering transactions?	☐	☐
Are you an active participant in a pension or retirement plan?	☐	☐
Did you retire or change jobs this year?	☐	☐
Did you incur moving costs because of a job change?	☐	☐
Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year?	☐	☐
Did you pay any individual as a household employee during the year?	☐	☐
Did you make energy efficient improvements to your main home this year?	☐	☐
Were you a grantor or transferor for a foreign trust, or do you have an interest in or a signature or other authority over a bank account, securities account, or other financial account in a foreign country?	☐	☐
Did you receive correspondence from the State or the Internal Revenue Service? If yes, explain: ____	☐	☐
Do you want to designate $3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.	☐	☐

Jeb Williamson, CPA, LLC
418 1st Ave SE, Cullman, AL 35055-3405

January 23, 2012

RE: **Engagement Letter**

Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services Jeb Williamson, CPA, LLC will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2011 individual federal (Form 1040), individual Alabama, and other requested individual state income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with a questionnaire and upon request a tax organizer to guide you in gathering the necessary information. Your use of such forms will help you avoid overlooking important information and contribute to the cost-efficient preparation of your returns.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that your expenses for meals, entertainment, travel, business gifts, charitable contributions, dues and memberships, and business usage of vehicles, computers, and cell phones are supported by written records as required by law. **You have the final responsibility for the income tax returns and, therefore, you should carefully review them before you sign and file them.**

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover fraud or other irregularities, should any exist. However, should we find any material irregularities or unusual items we will bring them to your attention. We will only render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns. If we discover any material errors or omissions on a prior year return we will bring that to your attention. However, we cannot be responsible for identifying all items that may affect prior year returns. If you become aware of such information, please contact our office.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The filing deadline for the tax return is April 17, 2012. In order to meet this filing deadline, the information needed to complete the return should be received in this office no later than March 31, 2012. If an extension of the time is required, any tax due with this return must be paid with that extension. Any amounts not paid by the filing deadline may be subject to interest and late payment penalties.

The law provides for a penalty to be imposed where a taxpayer makes a substantial understatement of their tax liability. For individual taxpayers, a substantial understatement exists when the understatement for the year exceeds the greater of 10 percent of the tax required to be shown on the return, or $5,000. The penalty is 20 percent of the tax underpayment.

Taxpayers may seek to avoid all or part of the penalty by showing (1) that they acted in good faith and there was reasonable cause for the understatement, (2) that the understatement was based on substantial authority, or (3) that the relevant facts affecting the item's tax treatment were adequately disclosed on Form 8275 or 8275-R attached to the return and there was reasonable basis for the position. You agree to advise us if you wish disclosure to be made in your returns or if you desire us to identify or perform further research with respect to any material tax issues for the purpose of ascertaining whether, in our opinion, there is "substantial authority" for the position proposed to be taken on such issue in your returns.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. If an examination occurs, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

You understand that your income tax returns will be electronically filed through a secured third party filing service unless your return does not qualify to be electronically filed. You may opt out of electronic filing if you so choose.

Our fee for preparation of your tax returns will be based upon the applicable minimum billing rates per form, the amount of time required to complete your return and to conduct related consultations not billed separately, and your prior year payment activity. You may also be billed for any out-of-pocket expenses incurred for overnight shipping, electronic delivery, etc. All invoices are due and payable upon presentation of your returns or sooner if balances remain unpaid from prior activity.

This engagement does not include any services not specifically stated in this letter. However, we would be pleased to consult with you regarding other income tax matters, such as other returns (prior-year amended individual, business entity, gift, fiduciary, etc.), proposed or completed transactions, income tax projections, and for research in connection with such matters. We will render additional invoices for such services at our standard billing rates and may require a separate engagement letter.

This engagement does not cover the preparation of any financial statements, which, if we are to provide, will be covered under a separate engagement letter.

We have the right to withdraw from this engagement, at our discretion, if you don't provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

If this letter correctly summarizes your understanding, please sign and date below in the spaces indicated and return it to our office.

We appreciate your confidence in our firm. Please call if you have questions or need additional information.

Sincerely,

Jeb Williamson, CPA, LLC

Accepted By: ___________________________ Date: _____________________

General: 1040

Personal Information

Filing (Marital) status code (1 = Single, 2 = Married filing joint, 3 = Married filing separate, 4 = Head of household, 5 = Qualifying widow(er)) ___

Mark if you were married but living apart all year ___ Mark if your nonresident alien spouse does not have an ITIN ___

	Taxpayer	Spouse
Social security number		
First name		
Last name		
Occupation		
Designate $3.00 to the presidential election campaign fund? (1 = Yes, 2 = No, 3=Blank)		
Mark if legally blind		
Mark if dependent of another taxpayer		
Taxpayer between 19 and 23, full-time student, with income less than 1/2 support? (Y, N)		
Date of birth		
Date of death		
Work/daytime telephone number/ext number		
Do you authorize us to discuss your return with the IRS (Y, N)		

General: 1040, Contact

Present Mailing Address

Address ___

Apartment number ___

City/State postal code/Zip code ___ ___ ___

Foreign country name ___

Home/evening telephone number ___

Taxpayer email address ___

Spouse email address ___

General: 1040

Dependent Information

First Name	Last Name	Date of Birth	Social Security No.	Relationship	Months in home	Care expenses paid for dependent

Credits: 2441

Child and Dependent Care Expenses

	Provider #1	Provider #2
Provider information:		
Name		
Street address		
City, state, and zip code		
Social security number OR Employer identification number		
Tax Exempt or Living Abroad Foreign Care Provider (1 = TE, 2 = LAFCP)		
Amount paid to care provider in 2011		

	Taxpayer	Spouse
Employer-provided dependent care benefits that were forfeited		

General: Info

Direct Deposit/Electronic Funds Withdrawal Information

If you would like to have a refund deposited directly or a balance due debited directly into/from your bank account, please enter the following information:

Financial institution: Routing transit number ___ Name ___

Your account number ___ Type of account (1 = Savings, 2 = Checking, 3 = IRA*) ___

If you would like to use a refund to purchase U.S. Series I Savings bonds (in increments of $50), enter a maximum amount up to $5,000.** ___

*Refunds may only be direct deposited to established traditional, Roth or SEP-IRA accounts. Make sure direct deposits will be accepted by the bank or financial institution.

**To purchase U.S. Series I Savings bonds in someone else's name, please contact our office.

Income: W2

Salary and Wages

Please provide all copies of Form W-2 that you receive.
Below is a list of the Form(s) W-2 as reported in last year's tax return. If a particular W-2 no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable

Income: 1099R

Pension, IRA, and Annuity Distributions

Please provide all copies of Form 1099-R that you receive.
Below is a list of the Form(s) 1099-R as reported in last year's tax return. If a particular 1099-R no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable

Income: K1, K1T

Schedules K-1

Please provide all copies of Schedule K-1 that you receive.
Below is a list of the Schedule(s) K-1 as reported in last year's tax return. If a particular K-1 no longer applies, mark the not applicable box.

T/S/J	Description	Form	Mark if no longer applicable

Income: W2G

Gambling Income

Please provide all copies of Form W-2G that you receive.
Below is a list of the Form(s) W-2G as reported in last year's tax return. If a particular W-2G no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable

Educate: 1099Q

Qualified Education Plan Distributions

Please provide all copies of Form 1099-Q that you receive.
Below is a list of the Form(s) 1099-Q as reported in last year's tax return. If a particular 1099-Q no longer applies, mark the not applicable box.

T/S	Description	Prior Year Information	Mark if no longer applicable

Income: B1

Interest Income

Please provide all copies of Form 1099-INT.

T/S/J	Payer Name	Interest Income	Prior Year Information

Income: B3

Seller Financed Mortgage Interest

T, S, J ___ Payer's name ______

Payer's address ______ Payer's social security number ______

Amount received in 2011 ______ Amount received in 2010 ______

Income: B2

Dividend Income

Please provide copies of all Form 1099-DIV or other statements reporting dividend income.

T/S/J	Payer Name	Ordinary Dividends	Qualified Dividends	Prior Year Information

Income: D

Sales of Stocks, Securities, and Other Investment Property

Please provide copies of all Forms 1099-B and 1099-S.

T/S/J	Description of Property	Date Acquired	Date Sold	Gross Sales Price (Less expenses of sale)	Cost or Other Basis

Income: Income

Other Income

Please provide copies of all supporting documentation.

	2011 Information		Prior Year Information
State and local income tax refunds			
	Taxpayer	**Spouse**	**Prior Year Information**
Alimony received			
Unemployment compensation			
Unemployment compensation repaid			
Social security benefits			
Medicare premiums to be reported on Schedule A			
Railroad retirement benefits			

T/S/J	Other Income:	2011 Information	Prior Year Information

1040 Adj: IRA

Adjustments to Income - IRA Contributions

Please provide year end statements for each account and any Form 8606 not prepared by this office.

	Taxpayer	Spouse
Traditional IRA Contributions for 2011 -		
If you want to contribute the maximum allowable traditional IRA contribution amount, enter the applicable code: (1 = Deductible only, 2 = Both deductible and nondeductible)	___	___
Enter the total traditional IRA contributions made for use in 2011	______	______
Roth IRA Contributions for 2011 -		
Mark if you want to contribute the maximum Roth IRA contribution	___	___
Enter the total Roth IRA contributions made for use in 2011	______	______

Educate: Educate

Higher Education Deductions and/or Credits

Complete this section if you paid interest on a qualified student loan in 2011 for qualified higher education expenses for you, your spouse, or a person who was your dependent when you took out the loan.

T/S	Qualified student loan interest paid	2011 Information	Prior Year Information

Complete this section if you paid qualified education expenses for higher education costs in 2011.
Qualified education expenses include tuition and fees required for enrollment or attendance at an eligible educational institution.
Please provide all copies of Form 1098-T.

T/S	Ed Exp Code*	Student's SSN	Student's First Name	Student's Last Name	Qualified Expenses	Prior Year Information

***Education Expense Code: 1 = American opportunity credit; 2 = Lifetime learning credit; 3 = Tuition and fees deduction**
The student qualifies for the American opportunity credit when enrolled at least half-time in a program leading to a degree, certificate, or recognized credential; has not completed the first 4 years of post-secondary education; has no felony drug convictions on student's record

1040 Adj: 3903

Job Related Moving Expenses

Complete this section if you moved to a new home because of a new principal work place.

Description of move	______
Taxpayer/Spouse/Joint (T, S, J)	___
Mark if the move was due to service in the armed forces	_
Number of miles from old home to new workplace	______
Number of miles from old home to old workplace	______
Mark if move is outside United States or its possessions	_
Transportation and storage expenses	______
Travel and lodging (not including meals)	______
Total amount reimbursed for moving expenses	______

1040 Adj: OtherAdj

Other Adjustments to Income

Alimony Paid:

T/S	Recipient name	Recipient SSN	2011 Information	Prior Year Information

Address ______ **City** ______ **State** ___ **Zip code** ______

	Taxpayer	Spouse	Prior Year Information
Educator expenses:			
Other adjustments:			

Itemized: A1

Medical and Dental Expenses

T/S/J		2011 Information	Prior Year Information
__	Medical and dental expenses		
__	Medical insurance premiums you paid		
__	Long-term care premiums you paid		
__	Prescription medicines and drugs		
__	Miles driven for medical items 1/1/11 through 6/30/11 ______ 7/1/11 through 12/31/11		

Itemized: A1

Tax Expenses

T/S/J		2011 Information	Prior Year Information
__	State/local income taxes paid		
__	2010 state and local income taxes paid in 2011		
__	Sales tax paid on actual expenses		
__	Real estate taxes paid		
__	Personal property taxes		
__	Other taxes		

Itemized: A2

Interest Expenses

T/S/J		2011 Information	Prior Year Information
__	Home mortgage interest: From Form 1098		

Other, such as: Home mortgage interest paid to individuals

T/S/J	Name	SSN	2011 Information	Prior Year Information
__				

Address ______

T/S/J		2011 Information	Prior Year Information
__	Investment interest expense, other than on K-1s:		

Refinancing Information:

	Refinance #1	Refinance #2
T/S/J	__	__
Description		
Total points paid		
Date of refinance		
Total number of payments		
Reported on Form 1098 in 2011		

Itemized: A3

Charitable Contributions

T/S/J		2011 Information	Prior Year Information
__	Contributions made by cash or check		
__	Volunteer miles driven		
__	Noncash items, such as: Goodwill, Salvation Army		

Itemized: A3

Miscellaneous Deductions

T/S/J		2011 Information	Prior Year Information
__	Unreimbursed expenses		
__	Union dues		
__	Tax preparation fees		
	Other expenses, subject to 2% AGI limitation:		
__			
__			
__	Safe deposit box rental		
__	Investment expenses, other than on K1s:		
	Other expenses, not subject to the 2% AGI limitation:		
__			
__	Gambling losses: (Enter only if you have gambling income)		

Schedule C - General Information

Preparer use only

	2011 Information	Prior Year Information
Taxpayer/Spouse/Joint (T, S, J)		
Employer identification number		
Business name		
Principal business/profession		
Business code		
Business address, if different from home address on Organizer Form ID:1040		
Address		
City/State/Zip		
Accounting method (1 = Cash, 2 = Accrual, 3 = Other)		
If other:		
Inventory method (1 = Cost, 2 = LCM, 3 = Other)		
If other enter explanation:		
Enter an explanation if there was a change in determining your inventory:		
Did you "materially participate" in this business? (Y, N)		
If not, number of hours you did significantly participate		
Mark if you began or acquired this business in 2011		
Did you make any payments in 2011 that require you to file Form(s) 1099? (Y, N)		
If "Yes", did you or will you file all required Forms 1099? (Y, N)		
Mark if this business is considered related to qualified services as a minister or religious worker		
Did you receive wages as a statutory employee or as a minister? (1 = Statutory employee, 2 = Minister)		
Medical insurance premiums paid by this activity		
Long-term care premiums paid by this activity		
Amount of wages received as a statutory employee		

Business Income

	2011 Information	Prior Year Information
Merchant card and third party network receipts and sales (from Form 1099-K)		
Gross receipts and sales not from merchant cards and third party networks		
Returns and allowances		
Other income:		

Cost of Goods Sold

	2011 Information	Prior Year Information
Beginning inventory		
Purchases		
Labor:		
Materials		
Other costs:		
Ending inventory		

	Control Totals		Form ID: C-1

Schedule C - Expenses

Preparer use only

Principal business or profession

	2011 Information	Prior Year Information
Advertising		
Car and truck expenses		
Commissions and fees		
Contract labor		
Depletion		
Depreciation		
Employee benefit programs (Include Small Employer Health Insurance Premiums credit):		
Insurance (Other than health):		
Interest:		
Mortgage (Paid to banks, etc.)		
Other:		
Legal and professional services		
Office expense		
Pension and profit sharing:		
Rent or lease:		
Vehicles, machinery, and equipment		
Other business property		
Repairs and maintenance		
Supplies		
Taxes and licenses:		
Travel, meals, and entertainment:		
Travel		
Meals and entertainment		
Meals (Enter 100% subject to DOT 80% limit)		
Utilities		
Wages (Less employment credit):		
Other expenses:		

Preparer use only

Carryovers	Regular	AMT
Operating		
Schedule D - Short-term		
Schedule D - Long-term		
Schedule D - 28% rate		
Form 4797 - Part I		
Form 4797 - Part II		
Section 179		

Control Totals

Form ID: Rent

Rent and Royalty Property - General Information

Preparer use only

	2011 Information	Prior Year Information
Taxpayer/Spouse/Joint (T, S, J)		
Description		
Address		
State postal code		
Type (1 = Single-family, 2 = Multi-family, 3 = Vacation/short-term, 4 = Commercial, 5 = Land, 6 = Royalties, 7 = Self-rental, 8 = Other)		
Description of other type (Type code #8)		
Fair rental days (If not full year) (For types 1, 2, 4, 5, 7 and 8 only) (Use Rent-2 for type 3)		
Percentage of ownership if not 100%		
Business use percentage, if not 100% (Not vacation home percentage)		

Rent and Royalty Income

	2011 Information	Prior Year Information
Merchant card and third party payments (from Form 1099-K)		
Rents and royalties NOT from merchant cards/third party payments		

Rent and Royalty Expenses

	2011 Information	Percent if not 100%	Prior Year Information
Advertising			
Auto			
Travel			
Cleaning and maintenance			
Commissions:			
Insurance:			
Legal and professional fees			
Management fees:			
Mortgage interest paid to banks, etc (Form 1098)			
Other mortgage interest			
Qualified mortgage insurance premiums			
Other interest:			
Repairs			
Supplies			
Taxes:			
Utilities			
Depreciation			
Depletion			
Other expenses:			

Refinancing points paid this year:

Description

Total points paid/Current amort **(Prep use only)**

Date of Refinance　　Total # Payments　　Reported on 1098 in 2011

	Control Totals		Form ID: Rent

Farm Income - General Information

Please provide all Forms 1099-K

Preparer use only

	2011 Information	Prior Year Information
Taxpayer/Spouse/Joint (T, S, J)		
Employer identification number		
Description		
Principal Product		
State postal code		
Accounting method (1 = Cash, 2 = Accrual)		
Agricultural activity code		
Did you "materially participate" in this business? (Y, N)		
Did you make any payments in 2011 that require you to file Form(s) 1099? (Y, N)		
If "Yes", did you or will you file all required Forms 1099? (Y, N)		
Mark if Schedule F net income or loss should be excluded from self employment income		
Medical insurance premiums paid by this activity		
Long-term care premiums paid by this activity		

Schedule F Income

Sales Code**		2011 Information	Prior Year Information
	Specified income (from Form 1099-K)		
	Non-specified income (not from Form 1099-K)		

**** Sales Codes**
1 = Cash sales of items bought for resale
2 = Cash sales of items raised
3 = Accrual sales
4 = Custom hire (machine work)
5 = Other income

Cash Income Items

	2011 Information	Prior Year Information
Cost or other basis of livestock and other items you bought for resale		
Taxable crop insurance proceeds received in 2011		
Mark if electing to defer crop insurance proceeds to 2012		
Crop insurance proceeds deferred from 2010		

Accrual Income Items

	2011 Information	Prior Year Information
Beginning inventory of livestock and other items		
Accrual cost of livestock, produce, grains, and other products purchased		
Ending Inventory of livestock and other items		

	Control Totals		Form ID: F-1

Farm Income and Expenses

Preparer use only

Description

Cash and Accrual Income Items

	2011 Information	Prior Year Information
Total cooperative distributions you received		
Taxable cooperative distributions you received		
Total agricultural program payments		
Taxable agricultural program payments		
CRP payments received while enrolled to receive social security or disability benefits		
Commodity credit loans reported under election:		
Total commodity credit loans forfeited		
Taxable commodity credit loans forfeited		
Total crop insurance proceeds you received in 2011		

Farm Expenses

	2011 Information	Prior Year Information
Car and truck expenses		
Chemicals		
Conservation expenses		
Custom hire (machine work)		
Depreciation		
Employee benefit programs (Include Small Employer Health Insurance Premiums credit)		
Feed purchased		
Fertilizers and lime		
Freight and trucking		
Gasoline, fuel, and oil		
Insurance (Other than health)		
Mortgage interest (Paid to banks, etc.)		
Other interest		
Labor hired (Less employment credit)		
Pension and profit sharing		
Rent - vehicles, machinery, and equipment		
Rent - other		
Repairs and maintenance		
Seed and plants purchased		
Storage and warehousing		
Supplies purchased		
Taxes:		
Utilities		
Veterinary, breeding, and medicine		
Other expenses:		
Preproductive period expenses		

	Control Totals		Form ID: F-2

Depreciation - Asset List

Preparer use only

Activity name

HOW TO REPORT DISPOSALS: Use the blank line directly below the asset information to indicate any asset disposals. Enter the date of the disposal and/or sale proceeds, if applicable. Enter additional information regarding the asset disposal in the comments section, such as if the asset was sold on installment, traded for other asset(s), disposed of due to casualty, or sold to a related party. See the EXAMPLE asset below.

Asset No.	Description of Property	Date in Service	Cost or Basis
	Comments	Date Sold/Disposed	Sales Price
EXAMPLE	Machinery and equipment (EXAMPLE ASSET)	11/21/06	42,500
	Collected in 5 equal payments over 2 yrs	03/09/11	20,000

Estimated Taxes

If you have an overpayment of 2011 taxes, do you want the excess:

Refunded ___

Applied to 2012 estimated tax liability ___

Do you expect a considerable change in your 2012 income? (Y, N) ___

If yes, please explain any differences:

Do you expect a considerable change in your deductions for 2012? (Y, N) ___

If yes, please explain any differences:

Do you expect a considerable change in the amount of your 2012 withholding? (Y, N) ___

If yes, please explain any differences:

Do you expect a change in the number of dependents claimed for 2012? (Y, N) ___

If yes, please explain any differences:

2011 Federal Estimated Tax Payments

2010 overpayment applied to 2011 estimates ___

Mark if you paid the calculated amounts on the dates due indicated below. Skip the remaining fields. ___

If your estimated payments were not made on the date due or were for an amount other than the calculated amount below, please enter the actual date and amount paid.

	Date Due	Date Paid if After Date Due	Amount Paid	Calculated Amount
1st quarter payment	4/18/11			
2nd quarter payment	6/15/11			
3rd quarter payment	9/15/11			
4th quarter payment	1/17/12			
Additional payment				

NOTES/QUESTIONS:

2011 State Estimated Tax Payments

Taxpayer/Spouse/Joint (T, S, J)

State postal code

Amount paid with 2010 return

2010 overpayment applied to '11 estimates

Treat calculated amounts as paid

	Date Paid	Amount Paid	Calculated Amount
1st quarter payment			
2nd quarter payment			
3rd quarter payment			
4th quarter payment			
Additional payment			

2011 City Estimated Tax Payments

City #1

City name

Amount paid with 2010 return

2010 overpayment applied to '11 estimates

Treat calculated amounts as paid

	Date Paid	Amount Paid
1st quarter payment		
2nd quarter payment		
3rd quarter payment		
4th quarter payment		

Calculated Amount

1st quarter payment

2nd quarter payment

3rd quarter payment

4th quarter payment

City #2

City name

Amount paid with 2010 return

2010 overpayment applied to '11 estimates

Treat calculated amounts as paid

	Date Paid	Amount Paid
1st quarter payment		
2nd quarter payment		
3rd quarter payment		
4th quarter payment		

Calculated Amount

1st quarter payment

2nd quarter payment

3rd quarter payment

4th quarter payment

City #3

City name

Amount paid with 2010 return

2010 overpayment applied to '11 estimates

Treat calculated amounts as paid

	Date Paid	Amount Paid
1st quarter payment		
2nd quarter payment		
3rd quarter payment		
4th quarter payment		

Calculated Amount

1st quarter payment

2nd quarter payment

3rd quarter payment

4th quarter payment

City #4

City name

Amount paid with 2010 return

2010 overpayment applied to '11 estimates

Treat calculated amounts as paid

	Date Paid	Amount Paid
1st quarter payment		
2nd quarter payment		
3rd quarter payment		
4th quarter payment		

Calculated Amount

1st quarter payment

2nd quarter payment

3rd quarter payment

4th quarter payment