Golden State Tax & Business Service
Tax Organizer for Your 2011 Tax Returns

Thank you for choosing Golden State Tax & Business Service.
Please call to schedule an appointment and / or utilize our Drop Off Service. If you deliver your materials in advance, we will call you when we are ready, usually within 48 hours!

NOTE: There are additional reporting requirements this year that will require more diligence and time during the data input portion of our work. I highly recommend that you arrange to deliver your tax documents to us in advance. The first day of efiling is January 16, 2012.

Tax Organizer & Questionnaire - To become a more efficient office we are trying to go as paperless as possible. This year we have decided to have two versions of the organizer to best suit our clients' needs. You will automatically receive the shorter version of our organizer via e-mail or standard mail. If you find this to be insufficient, you can call or email the office and request the longer version.

The tax organizer is designed to help you gather tax information needed to prepare your 2011 income tax return. This will provide us with information not contained on the documents below. If you are unsure if you should bring something in, you should usually do so. Also, include notes of any questions you'd like to ask us at your appointment.

Due to the enhanced due diligence requirements, we <u>do</u> require that you take the time to complete and sign the questionnaire.

Tax related documents we will need:

- W2 Forms for wages
- All Forms 1099 for interest, dividends, pensions, miscellaneous income, etc.
  Especially 1099-A or 1099-C
- Brokerage statements for all investment accounts - If you have sold any assets in these accounts we will need the original purchase date and price (note this may already be on your statement)
- 1098 Forms or other year-end statements showing mortgage interest and property tax paid
- Closing statement (escrow) for any Real Estate Purchase, Refinance or Sale
- Schedule K1 showing income from all Partnerships, S Corporations, Estates, and Trusts
- Any tax notices you have received from the IRS or Franchise Tax Board since last year
- List of assets, amount & date of purchase for a business or for a rental property
- Contract or details for a purchase or sale of a business
- Lease or loan contract for any new business vehicle or equipment
- Receipts for large purchases that may qualify for the sales tax deduction

- Mileage and expense logs
- Non-Cash Donation receipts-if over $500 provide Fair Market Value, purchase price and items donated. **Note:** the donated items must be in good condition.

Ready ahead of time? Try our Drop Off Service to get your information to us before your appointment and we will give you a 5% Discount on your 2011 Tax Preparation Fee! Just drop off, fax, mail, or email all of your 2011 tax information at least **48 hours** before your appointment. We will review and input the data. Then, during our appointment, we can do a better job focusing on important issues, questions and tax planning opportunities. **Offer ends 03/31/2012**.

Referral Program - We are continuing our referral program this year. We will offer a discount of $150 on your next tax return fee when you refer three new clients to us. We will track your referrals. If you collected postcards you can bring them in at your next tax appointment to receive credit toward your discount.

Tax Maintenance Program - Our Tax Maintenance Program is available for a fee of $100. This 12 month program, with a potential value of $2000 includes one hour of tax planning during the year, audit representation if you receive an audit notice, correspondence with the IRS or FTB if there is a question about your tax return, income verification letters to lenders and other valuable services. Clients who do not elect to participate in this program will be charged our normal fees if they need any additional service beyond the original preparation of their tax return.

Blank organizers and worksheets are available on our web site. - You may print and use these if you prefer a simpler layout, or, if you have started a new business or purchased a rental. Go to: **www.goldenstatetax.com** . The second tab on the left, "Tax Services-Organizer" will bring up links to the blank forms.

Fees - Some Forms have addtional and quite difficult reporting requirements this year so we expect a price increase this year to reflect extra work time providing our services. Unless you have made prior arrangements our fee for preparation, and any final accounting must be paid before your tax return will be released.

Privacy Statement
Like all providers of personal financial services, tax professionals are required by law to inform clients of their policies regarding privacy of client information. Our firm continues to adhere to professional standards of confidentiality that are even more stringent than those required by law. We have always protected the security and privacy of your personal and financial information.

Parties to Whom We Disclose Information:
We do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures may include providing information to our employees, or, in limited situations, to unrelated third parties who need that information to assist us in serving you. In all situations, we stress the confidential nature of the information being shared.

Protecting the Confidentiality and Security of Clients' Information:
We retain records relating to our professional services to better serve your professional needs and, in some cases, to comply with professional guidelines. In order to protect your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with professional standards.

Thank you for the opportunity to serve you.

Sincerely,

Golden State Tax & Business Service

Questions Required Before We can Complete Your Return

Please check the appropriate boxes and sign the second page.

	Yes	No
Personal Information		
Did your marital status change during the year?	p	p
Did your address change from last year?	p	p
Can you be claimed as a dependent by another taxpayer?	p	p
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?	p	p
Dependent Information		
Were there any changes in dependents from the prior year?	p	p
Do you have any children under age 19 or a full-time student under age 24 with unearned income in excess of $1,900?	p	p
Do you have dependents who must file a tax return?	p	p
Did you pay for child care while you worked or looked for work?	p	p
Did you pay any expenses related to the adoption of a child during the year?	p	p
Purchases, Sales and Debt Information		
Did you start a new business or purchase rental property during the year?	p	p
Did you acquire a new or additional interest in a partnership or S corporation?	p	p
Did you sell, exchange, or purchase any real estate during the year?	p	p
Did you foreclose or abandon a principal residence or real property during the year?	p	p
Did you dispose of any stock during the year?	p	p
Did you take out a home equity loan this year or refinance your principal residence or second home this year?	p	p
Did you incur any non-business bad debts this year?	p	p
Did you have any debts canceled or forgiven this year?	p	p
Did you purchase a new hybrid, alternative motor, or electric motor energy efficient vehicle this year?	p	p
Did you pay any student loan interest this year?	p	p
Income Information		
Did you have any foreign income or pay any foreign taxes during the year?	p	p
Did you receive any income from property sold prior to this year?	p	p
Did you make any withdrawals from or contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401k, or other qualified retirement plan?	p	p
Did you make any withdrawals from an education savings or 529 Plan account?	p	p
Did you receive any distributions from a Health savings account (HSA), Archer MSA, or Medicare Advantage MSA this year?	p	p
Did you receive any Social Security benefits during the year?	p	p
Did you receive any unemployment benefits during the year?	p	p
Did you receive any disability income during the year?	p	p
Did you receive tip income not reported to your employer this year?	p	p
Did any of your life insurance policies mature, or did you surrender any policies?	p	p
Itemized Deduction Information		
Did you incur a casualty or theft loss during the year?	p	p
Do you have evidence to substantiate charitable contributions?	p	p
Did you donate a vehicle or boat during the year? If yes, attach Form 1098-C.	p	p
Did you have an expense account or allowance during the year?	p	p

Did you make any major purchases during the year (cars, boats, etc.)?
If so, please provide your sales receipt or contract. p p

Miscellaneous Information

Did you make gifts of more than $13,000 to any individual? p p
Did you make any contributions to a Health savings account (HSA) or Archer MSA? p p
Did you pay long-term health care premiums for yourself or your family? p p
Did you pay any COBRA health care coverage continuation premiums? p p
If you are a business owner, did you pay health insurance premiums for your employees this year? p p
Did you utilize an area of your home for business purposes? p p
Did you engage in any bartering transactions? p p
Are you an active participant in a pension or retirement plan? p p
Did you retire or change jobs this year? p p
Did you incur moving costs because of a job change? p p
Did you, your spouse, or your dependents attend a post-secondary school during the year, or plan to attend one in the coming year? p p
Did you pay any individual as a household employee during the year? p p
Did you make energy efficient improvements to your main home this year? p p
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? p p
Did you receive correspondence from the State or the Internal Revenue Service? p p
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. p p

State Information

Are you a registered Domestic Partner in any state? p p
CA *Renters Credit* ! Did you live in Calif. for at least 6 months and have income less than $35,659 if you were single or $71,318 married? Provide landlord's name & address p p
Would you like a portion of your State refund to go to a listed charity? p p
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? p p

CA Note: For the Dependent Care Credit in California, a provider's telephone number is needed.

Additional questions or information

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I have reviewed all answers to these questions and verify that they are correct and complete. I also verify that I have records to substantiate the information contained in this organizer or any supplemental schedules submitted. This includes required substantiation for business or investment, automobile, travel or entertainment expenses.

Signature ____________________ Date ____________

Golden State Tax & Business Service
Tax Maintenance Program
Valid for one year

This program offers you year-round access to a tax professional at a very reasonable fee. Purchase our year 2011 Tax Maintenance Program for an **annual one-time fee of $100**, and you will receive the following benefits:

	Value
• Tax Representation – We will represent you if a tax return that we have prepared for you is audited (not including any Appeal), and we will respond to any other notices from the IRS or Franchise Tax Board regarding a return we have prepared for you.	$1,500.00
• Two 30 minute appointments or telephone consultations for tax planning or other tax questions	$150.00
• One W-4 calculation	75.00
• One Tax Return rerun due to client omission	100.00
• Letter for loan applications regarding employment or business status	75.00
• Additional copies of tax return if needed	25.00
• A box checked on your federal tax return that allows your tax preparer to deal directly with the IRS on your behalf for questions regarding the initial preparation of your tax return.	75.00

Total Potential Value:	$2,000

TO ACCEPT

I/we elect this Tax Maintenance Program offered by Golden State Tax & Business Service.

Name: ______________________ Date: __________ Name: ______________________ Date: __________

TO DECLINE

I/we have decided to decline the Tax Maintenance Program. I/we understand that, should we request these services we will be billed at hourly rates.

Name: ______________________ Date: __________ Name: ______________________ Date: __________

We encourage you to take advantage of the valuable money saving opportunity.

Tax Maintenance Program is only valid if purchased at the time of Tax Return Preparation

GOLDEN STATE TAX & BUSINESS SERVICE
6520 LONETREE BLVD, ROCKLIN, CA 95765
(916) 784-1232 • (916) 784-0346 FAX • GOLDENSTATETAX.COM

Tax Year_____

Personal Information

Taxpayer		Spouse	
First Name & Initial		First Name & Initial	
Last Name		Last Name	
Social Security #		Social Security #	
Occupation		Occupation	
Date of Birth		Date of Birth	
Date of Death		Date of Death	
Mark if legally blind _____		Mark if legally blind _____	
Mark if dependent of another taxpayer ______		Mark if dependent of another taxpayer ______	
Do you want $3 to go to the presidential campaign fund ? **Y**es / **N**o _________		Do you want $3 to go to the presidential campaign fund ? **Y**es / **N**o _________	

__________ Marital Status on 12/31 (1= Single, 2= Married Filing Joint, 3=Married filing Separately, 4= Head of Household, 5=Qualified Widower)

__________ Mark if you were married but living apart all year

Present Mailing Address

Address	
Apartment number	
City	
State	
Zip Code	
Home/Evening phone	
Work/Day Phone	
E-mail Address	

Dependent Information

First Name	Last Name	Date of Birth	Social Security Number	Relationship	Months lived in your home	Care Expenses paid for dependent

Name of child who lived with you but is not your dependent _________________________ SS# ______________________

Notes and Questions

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Income Worksheet

Name____________________ Tax Year ______

W-2's, Pensions or IRA's (Enclose All Copies)

Other Items to Send:
Sole Proprietors: Use Schedule C worksheet or send detailed list of your income and expenses.
Rental Income – Use Rental Income Worksheet
Partnerships / Trusts or S-Corporations – Enclose all K1's
Sale of Real Estate – Closing Statements (for both purchase and sale)
Any other related documents you believe we may need.

	Taxpayer	Spouse		**Amount** Taxpayer	**Amount** Spouse
State Tax Refunds			Social Security		
Unemployment			RR Benefits		

Interest and Dividends – Please provide statements if possible

Interest Name of Payer	**Amount**	**Type of Interest / Notes**	**Dividends Name of Payer**	**Div Amount**	**Capital Gains**	**Foreign Tax Paid**	**Other**

Capital Gains: Sale of Stock or Property(provide closing statements)

Description of Property	**Date Acquired**	**Date Sold**	**Sales Price**	**Cost / Basis**

(please note we can input multiple sales directly to our software if you can provide us with an Excel spreadsheet file)

Miscellaneous Income

Jury Duty		Alimony Received	
Gambling Winnings		Name & Soc #	
Scholarship Received		Bad Debt Relief	
Royalties		Other: ____________________	

Please call if you need assistance.

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ADJUSTMENTS TO INCOME & TAX CREDITS TO INCOME

Tax Year _____

Estimated Taxes Paid

	Federal	Date Paid	State ____	Date Paid
Applied from Prior Year				
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				

ADJUSTMENTS TO INCOME

		Taxpayer	Spouse
Student Loan Interest			

IRA Payments

	Circle	Taxpayer	Spouse
	Reg Roth		
	Reg Roth		

Education IRA	SS# of Recipient		Amount	

	Circle	Maximize	Taxpayer	Spouse
SEP / KEOGH Contributions	SEP Keogh	Y / N		

Alimony Paid	SS# of Recipient		Amount	

	Taxpayer	Spouse
Interest penalty on early withdrawal from bank accounts		

Moving Expenses (Meals are not deductible)

Description of Move over 50 miles to new job location					
Air/Bus Travel		Lodging		Miles Old Home to Old Job	
Miles Driven		Shipping Household Goods		Miles Old Home to New Job	

CREDITS

Child Care Credit

Name of Provider	Address of Provider & Phone #	Soc Sec #, Employer ID, or Tax-Exempt	Amount Paid

Education Credits - Bring forms sent to you by the school

Name of Student	Social Security Number	Qualified Expenses	Year in school

Qualified Expenses: Tuition & Course Fees Qualified Expenses: Tuition & Course Fees; List course materials separately

There are many other special credits. The Adoption Credit, Special Fuel Credits, Senior Head of Household Credit, etc. etc. etc. Please list anything that you believe may pertain to you.

ITEMIZED DEDUCTIONS
SCHEDULE A WORKSHEET

Tax Year _______

MEDICAL EXPENSES

Prescriptions	
Health Insurance	
Glasses / Contacts	
Hearing Aids/Batteries/Orthopedic Eq.	
Labs / X-rays	
Dentists	
Doctors	
Other Medical:	
Miles driven or transportation costs	
Long-Term Ins. (Special Rules Apply)	
Less: Insurance Reimbursements	

TAXES PAID

Real Estate Taxes–(Principal Residence)	
Other Real Estate Taxes:	
State and Local Income Taxes - Paid during the year for prior year	
Sales Tax Paid	
Foreign Taxes	
Auto License Tax	
Other ____________________________	

INTEREST PAID	Institution	Amount
Mortgage Interest		
Mortgage Interest		
Mortgage Interest		
Home Equity Loan		
<u>Mortgage Paid to Individual</u>		
Amount		
Name		
Address		
Tax ID / Soc Sec#		
Investment Interest – Margin Interest		

CASUALTY / THEFT LOSSES

Must exceed 10% of your adjusted gross income	
Date of event	
Description of event	
Bring list of lost articles and value	

Questions or other information

CHARITABLE CONTRIBUTIONS

House of Worship	
Miscellaneous Cash	
Payroll Contributions	
Volunteer Out-of-pocket expenses	
Volunteer Auto Mileage	
Other Transportation Costs	
List below donations over $250 given at one time	
Non-Cash Contributions (Under $500)	
<u>Non-Cash Contributions totaling over $500</u>: Bring receipts or list: Description, Date/Gift, Date/Purchase Original Cost, Value of Gift, How value was determined	

Miscellaneous Deduction Notes: 3 types of expenses

1. Unreimbursed <u>Employee</u> Business Expenses
2. Job Seeking Expenses
3. Education to Maintain & Improve your skills

Out-of-town overnight travel – We need itinerary, Cost of lodging, flights, local transportation, phone, gratuities

<u>Independent Contractors</u> (1099)– list business income and expenses including auto on Schedule C worksheet not below

OTHER DEDUCTIONS:

Tax Preparation	
Safety Deposit Box	
<u>Employee Business Expenses List Below-</u>	
Union Dues	
Small Tools & Supplies	
Job Seeking Expenses	
Uniforms/Safety Equipment & Upkeep	
Publications / Subscriptions	
Research Materials	
Business Telephone	
Investment expenses (subject to limits)	
Gambling Losses(Limited to winning total)	

AUTO used by <u>employees</u>:

Purchase Date	
Make & Model	
Total Mileage for Year	
Miles Used For Business	
Parking and Tolls on Business	
Long Method – Make list all expenses paid for car during the year. Also, original cost of vehicle.	

SELF-EMPLOYED BUSINESS INCOME AND EXPENSES
SCHEDULE C

Tax Year ______

Prepare a separate worksheet for each business. Please, do not duplicate these expenses on any other worksheet

Principal Business or Profession _________________________ Employer ID# ____________________________
Business Name _______________________________________
Business Address (if different from return) ____

Income		Cost of Goods Sold	
Regular Income		BEGINNING INVENTORY	
Other Income:		PURCHASES	
		COST OF LABOR	
		MATERIALS & SUPPLIES	
		OTHER COSTS	
		ENDING INVENTORY	

BUSINESS EXPENSES

ADVERTISING		DUES & PUBLICATIONS	
BAD DEBTS		PROF. SKILLS EDUCATION (SEMINARS, ETC.)	
CAR/TRUCK EXPENSES – See Worksheet		GIFTS FOR BUSINESS	
COMMISSIONS / FEES PAID		SMALL TOOLS & EQUIPMENT (Under $200)	
EMPLOYEE BENEFITS		SHIPPING	
INSURANCE (Liability/Office/Equipment)		SUB CONTRACTOR FEES	
INTEREST (FINANCIAL INST)		TELEPHONE FOR BUSINESS	
INTEREST (OTHER)		CELLULAR PHONE	
LEGAL FEES/TAX PREP		INTERNET SERVICES / WEBPAGE	
OFFICE SUPPLIES & POSTAGE		OTHER: Make List	
RENT (Machinery, Equipment)			
RENT (Other)			
REPAIRS / MAINTENANCE			
TAXES & LICENSES			
TRAVEL: Out-of-town Overnight			
Transportation			
Lodging			
Meals (Bring List of Location & # days)			
BUSINESS ENTERTAINMENT			
UTILITIES			
WAGES PAID (Bring Form 940)		Self-Employed Health Insurance	

Business Equipment Purchased During Year

Description	Date Purchased	Cost

Business Automobile (Short Method)
(Call for Long, Itemized Method worksheet)

Purchase Date	
Make & Model	
Total Mileage for Year	
Miles Used For Business	
Parking and Tolls on Business	

Long Method – Make list all expenses paid for car during the year. Also, original cost of vehicle.

Office in Home (Must be principle place of business)

Total square footage of home/apt.		Mortgage interest		Utilities	
Square footage of office / storage		Real Estate Tax		Insurance	
Purchase Price of Home *		Rent		Repairs/Maintenance	

RENTAL INCOME WORKSHEET

Use separate worksheet for each rental property. Do not duplicate expenses elsewhere.

Description of Property ____

Address / Location ____

Did you use it for personal use?	yes	no
If yes… # of days personal use		
# of days rented		

INCOME:

RENT	
OTHER	

EXPENSES:

Advertising	
Auto – List miles driven or fill-in auto worksheet on main organizer	
Other Travel	
Cleaning & Maintenance	
Commission	
Insurance	
Legal/Professional Fees	
Management Fees	
Mortgage Interest Paid to Banks	
Mortgage Interest Paid to Individuals Name: ____________________________ SS# :	
Other Interest	
Repairs	
Supplies	
Taxes (Real Estate / Property)	
Utilities	
Other (List)	

DEPRECIATION – List Purchase of property/equipment or capital repairs made during the year – Prior year information will be carried from prior returns.

Description	Purchase Date	Cost

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