

Paul Matonis of Matonis, Peck & Wurst, LLC Taxes & Accounting

Phone: 970-416-1656 ext 4 Fax: 970-221-3254 E-mail: PMatonisEA@Comcast.Net

2011 Income Tax Organizer Page 1

This tax organizer is designed to help you collect and organize the information needed to properly prepare your 2011 Federal and State income tax returns. Please use last year's return as a guideline and if your names, address, and dependents have changed note the change or corrections below.

Part 1 Basic Taxpayer Information: (Skip if all information is the same as last year.)

	Taxpayer	Spouse
Name	_____	_____
Soc. Sec. #	_____	_____
Occupation	_____	_____
Date of Birth	_____	_____
Address, Home and Work Phone Numbers	_____	

Do you want \$3 to go to the presidential campaign? Taxpayer _____ Spouse _____
Dependents full name Age Social Security Number Relationship

_____	_____	_____	_____
_____	_____	_____	_____

(use additional sheet if necessary)

Part 2 Income:

	Taxpayer	Spouse
W-2 Income (total)	_____	_____
Interest Earned	_____	_____
Dividends Earned	_____	_____
Unemployment Compensation	_____	_____
Social Security Benefits	_____	_____
Pension & Annuity Income	_____	_____
Other Income; like lottery winnings, Alimony or a bonus not included on a W-2.	_____	_____

Part 3 Adjustments to Income:

IRA Contributions, Student Loan Interest,
Qualified Higher Education Expenses, _____
Moving Expenses, HSA Accounts,
penalty due to an early withdrawal _____
from a savings account, Alimony
paid, etc. _____

2011 Income Tax Organizer page 2

Part 4 Itemized Deductions Schedule A:

Medical: Doctors, Dentists, Hospitals, Lab fees,
Glasses, Contacts, Prescription drugs, & others. _____

Medical miles _____ x .21.25 = _____ + Parking fees _____ = _____

Health Insurance Premiums. _____

The amount of medical expenses that exceed 7.5%
of your adjusted gross income are deductible.

Taxes

State and local income taxes paid _____

Real estate taxes _____

Personal property taxes (from vehicle registration
labeled, Own. Tax & Prior O.T.) _____

Deductible interest paid _____

Home Mortgage 1st and maybe a 2nd Mortgage _____

Amortized points on refinanced Mortgage _____

Investment interest (margin interest) _____

Charitable Contributions: Cash and/or check _____

Donations other than money (like clothes, house
hold goods, etc to Goodwill, or Salvation Army) _____

Job related expenses (union dues, uniforms, job
education, travel, licenses, tools, magazines
and other expenses not paid by your employer.) _____

Miscellaneous deductions (tax prep fees, investment
expenses, safe deposit box fees, etc.) _____

Job related expenses, and miscellaneous deductions that
exceed 2% of your adjusted gross income are deductible

Part 5 Day care: (if applicable)

Day care providers	Address	ID Number	Amount paid in 2011
_____	_____	_____	_____
_____	_____	_____	_____

(use additional sheet if necessary)

**Additional sections for Self-employed, Rental properties, Stock sales, Farming activities
& others are on another worksheets. Please call if you need it & I did not send you one.**

Items for discussion: _____

2011 Income Tax Organizer page 3

Part 6 Self-Employed Schedule C:

Name and type of business _____
(Skip if the same as last year) _____
Income: Total income before expenses _____
Expenses and Deductions:
Advertising _____
Auto expenses (use part 6) _____
Insurance _____
Interest _____
Mortgage & Other (List Separately) _____
Legal & Professional fees _____
Office expenses _____
Rent or Lease payments _____
Repairs and Maintenance _____
Supplies _____
Taxes and Licenses _____
Utilities _____
Other Expenses: _____

(Use additional Sheet if needed)

Part 7 Auto Expenses:

Use this section for all auto expenses Sch. C,E,F, & Employee business exp.

	Vehicle 1	Vehicle 2
Description of vehicle	_____	_____
Date placed in service	_____	_____
Total miles this year	_____	_____
Total business miles	_____	_____
Total commuting miles	_____	_____

Part 8 Business Use Of The Home Expenses:

Mortgage Interest	_____	Real Estate Taxes	_____
Repairs & Maintenance	_____	Utilities	_____
Home Owners Insurance	_____	Homeowners Assoc. Fees	_____
Other Expenses:	_____		_____
	_____		_____

2011 Income Tax Organizer page 4

Part 9 Rental & Royalty Income Schedule E:

Property Kind and Location
(Leave blank if same as last year)

	1. _____ Property 1	2. _____ Property 2
Income		
Rent Received	_____	_____
Royalties Received	_____	_____
Expenses		
Advertising	_____	_____
Automobile (Use Part 6)	_____	_____
Cleaning & Maintenance	_____	_____
Deprec. (Preparer Use)	_____	_____
Insurance	_____	_____
Mortgage Interest	_____	_____
Other Interest	_____	_____
Repairs	_____	_____
Supplies	_____	_____
Taxes	_____	_____
Travel (other than auto)	_____	_____
Utilities	_____	_____
Other Expenses	_____	_____
_____	_____	_____
_____	_____	_____

Part 10 Sale of Stocks Bonds Investments etc. Schedule D:

Description	Date Acquired	Date Sold	Sale Price	Cost or Basis
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Part 11 Farm Income Schedule F:

Principal Product	_____
Income	
Sale of Livestock	_____
Sale of Crops	_____
Pasture Rental Income	_____
Other Income	_____
Expenses	
Feed, Seed, & Fertilizer	_____
Hired Hands Payments	_____
Mortgage Interest & Other Interest	_____
Rent or Lease Payments	_____
Taxes	_____
Utilities	_____
Other Expenses	_____
_____	_____
_____	_____