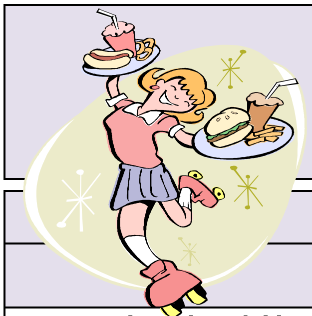
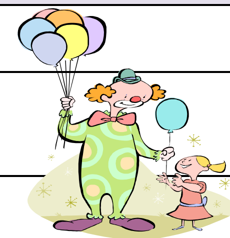


2011 Tax Organizer *Questionnaire*

Please answer the following questions to the best of your ability and attach all requested documents.

Incomplete questionnaires could mean overlooked tax savings!

Children



Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
Were your dependent children (who are over age 18) full-time students in 2011?	☐	☐	2	
Did your dependent children (who are age 18 or under) have interest and dividend income in excess of $950 or total investment income in excess of $1,900?	☐	☐	2	
Are you claiming a dependent child who did not live with you for at least one-half of the year?	☐	☐	2	
Did you pay for any dependent care expenses?	☐	☐	33.1,33.2	*Even if your employer reimbursed you, this information is required.*

Income

We need all your 1099's and W-2's!

Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
In 2011, did you have any of the following:				
Wages?	☐	☐	10	*Include form(s) W-2*
Non-employee compensation?	☐	☐	14.1	*Include form(s) 1099-MISC*
Disability income, other than state disability?	☐	☐	10,13.2	*Include form(s) 1099 or W-2*
Gambling income?	☐	☐	13.2	*Include form(s) W-2G*
Interest income?	☐	☐	11	*Include form(s) 1099-INT*
Dividend income?	☐	☐	12	*Include form(s) 1099-DIV*
Social security benefits?	☐	☐	14.1	*Include form(s) SSA-1099*
State income tax refunds?	☐	☐	14.2	*Include form(s) 1099-G*
Unemployment compensation?	☐	☐	14.2	*Include form(s) 1099-G*
Cancellation of debt?	☐	☐	14.1	*Include form(s) 1099-C*
HSA distributions?	☐	☐	32.1	*Include form(s) 1099-SA*
Education savings accounts or qualified tuition program distributions?	☐	☐	14.3	*Include form(s) 1099-Q*
Long term care benefit payments?	☐	☐	14.1	*Include form(s) 1099-LTC*
Foreign income?	☐	☐		*All amounts need to be included in the organizer.*
Did you receive a COBRA premium assistance subsidy?	☐	☐	14.1	*This will be taxable in some situations.*
If yes, amount received _____________				
Did you receive an IRS COBRA recapture letter?	☐	☐		*Please provide a copy of the letter.*

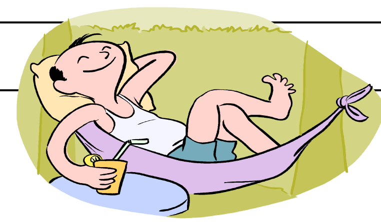
Retirement Plans

Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
Did you receive any distributions from an IRA, profit-sharing plan, or other retirement plan?	☐	☐	13.1	*Include form(s) 1099-R*
If yes, have you ever made a non-deductible contribution in a previous year?	☐	☐		*This will be excludable as return of principal.*
Did you roll over any distributions into a regular IRA? *Provide rollover amount* _____________	☐	☐	13.1	*Include form(s) 1099-R*
Did you roll over any distributions into a Roth IRA? *Provide rollover/conversion amount*_____________	☐	☐	13.1	*Include form(s) 1099-R*
Did you do a Roth conversion in 2010 and elect to defer the tax to 2011 and 2012?	☐	☐		*If we prepared your tax returns in 2010, we have this information on file for you.*

"63 of all statistics are made up…including this one." - Dilbert

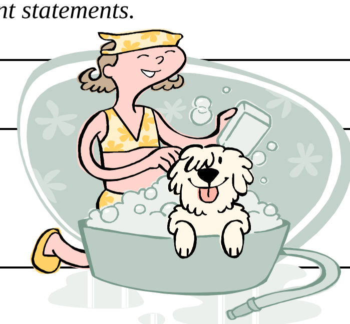
Retirement Plans (continued)

Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
Was your required minimum IRA distribution (RMD) transferred directly to a charity?			13.1	*Include form(s) 1099-R*
Do you want to make a deductible retirement plan contribution for yourself or your spouse to an IRA, SEP or SIMPLE?			24	*All IRA's must be deposited by April 17, 2012.*
Do you want to make a non-deductible retirement plan contribution for yourself or your spouse to an IRA or Roth IRA?			24	
Do you want to contribute the maximum amount allowed? If NO, indicate the amounts you want to contribute for: Yourself $ _______________ Your spouse $ _______________			24	
If you are age 50 or older at 12/31/11, do you want to make a catch-up contribution for:			24	*The maximum 2011 catch-up contribution is $1,000 for IRA, $2,500 for SIMPLE, and $5,500 for SEP.*
Yourself?				
Your spouse?				



Business Income and Expenses

Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
Did you purchase or start a new business?			16	*Include any purchase documents.*
Did you receive any business income from bartering or trades?			16	
Does your business accept merchant cards and/or third party payments (i.e. credit cards or PayPal)?				*NEW! Beginning in 2011, you will likely receive a 1099-K. Include any 1099-K's you receive.*
Did your business hire any new employees from 2/3/10 to 1/1/11 that had been previously unemployed for over 60 days?			16p2	*"Retained worker credit" is available in 2011 if you meet these and other requirements.*
Did you pay any person or business (excluding corporations) for a service in the amount of $600 or more?			16	*1099-MISC's are required to be distributed to the recipient by 1/31/12. Non-filed 1099-MISC's will likely lead to lost deductions in the event of an audit.*
If yes, did you file a 1099-MISC on the payee's behalf?				
Did you purchase or dispose of any business assets (furniture or equipment)?			16p2 ***(NOT 22)***	*Provide the item description, date placed in service, cost or sales price and if the item is new or used.*
Did you use your car on the job, other than commuting to and from work?			22 p3 or 30 p2	*Mileage rates changed 7/1/11. Be sure to allocate mileage between 1/1-6/30/11 and 7/1-12/31/11.*
Did you purchase an automobile in 2011 used for business? If yes, is the gross vehicle weight:			22 p3	*Include the purchase contract.*
Between 6,000 and 14,000 pounds?				
Greater than 14,000 pounds?				
Did you start a new automobile lease in 2011?			22 p3	*Include the lease agreement.*
Was any part of your home used exclusively for business or rented out?			29	
Were either you or your spouse self-employed AND paying for health insurance for yourself or your family?			24	*This includes adult children under age 27 as of 12/31/11.*
Did you purchase or refinance any rental real estate? If yes, number of years of mortgage ____________			18	*Include all settlement statements.*
Did you convert a personal residence into rental real estate? If yes, the market value on the date it was converted was $_________			18	
Did you have an ownership interest in any of the following:				*Include ALL pages of any form(s) K-1.*
Partnership or LLC?			20.1	
S-Corporation?			20.2	
Trust?			20.3	
Do you have unreimbursed business expense for a partnership or S-corporation?			30	
If yes, could you have been reimbursed?				



"That's all I can stands and I can't stands no more." - Popeye

Gains and Losses

Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
Did you sell any stocks, bonds, or other investment property?			17	*Include ALL form(s) 1099-B for stock sales <u>and</u> realized gains and losses reports from your broker. Be sure to check for missing cost amounts!*
Did you sell any "qualified small business stock"?			17	*Ask your broker if you are unsure.*
Did you sell a collectible item for a profit?			17	
Did you exercise any stock options?			17	*Include all exercise statements and employer supplied documentation to establish the tax basis.*
Did you sell or exchange any <u>business</u> or <u>rental</u> real estate?			17	*Include form(s) 1099-S & settlement statements.*
Did you sell a principal residence?			17	*Include ALL settlement statements.*
If yes, was it used as a principal residence for at least 2 of the last 5 years before the sale?				
Was it acquired by any of the following:				
Inheritance?				
Gift?				
IRC 1031 exchange?				
Did you receive a homebuyer credit for the property in 2008, 2009 or 2010?				
Was it ever rented?				
Was it acquired as a reinvestment from a prior residence sold before May 7, 1997?				
Does an unrelated party owe you money which became uncollectible this year?			17	*Indicate the name, address, date of original loan and amount of loss in the organizer.*
Do you have a loss from a "Ponzi" or similar scheme?			17	
Did you incur a loss because of damaged or stolen property (including disaster or flood losses) that exceeds 10% of your income OR that was related to your business?			17	

Personal Deductions

Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
Did you have long-term care insurance or pay for long-term care services?			25	*If self-employed, use page 24 instead of page 25.*
Did you pay sales tax on the purchase of a new vehicle, aircraft or boat?			25	*Include the purchase contract.*
Did you purchase a new alternative motor vehicle (fuel-cell or plug-in)?				*Include the purchase contract. The credit for hybrid vehicles is no longer available.*
Did you include in the organizer all real property taxes paid?			25	*NEW! Include your parcel number on our checklist.*
Did you include in the organizer all fees paid to the DMV for personal vehicle registrations? Number of vehicles included _____________ *"Personal property taxes, Line 18"*			25	*You can look up your DMV payments at: https://mv.dmv.ca.gov/FeeCalculatorWeb/vlfForm.do or find it on your DMV registration slip.*
Do you have documentation from your charities for ALL charitable contributions that you included in the organizer?			25	*For donation substantiation requirements, go to our website and click F&P Highlights.*
Did your total non-cash donations exceed $500?			26	*Use page 26 to provide additional details.*
Did you donate a vehicle valued over $500?			26	*Include form(s) 1098-C*
Did you incur moving expenses due to a change of employment?			27	
Did you pay interest on a higher education loan?			24	*Include form(s) 1098-E*
Did you pay for tuition, books and/or computers for higher education?			38	*Include form(s) 1098-T*
Did you make a contribution to an HSA (Health Savings Account)?			32.1	*Include form(s) 5498-SA.*
Did you make any energy efficient improvements to your home such as insulation systems, exterior windows and/or doors, metal or asphalt roofs, or biomass fuel stoves?				*Include all purchase documents and manufacturers' certifications. Go to our website at F&P Highlights for links to eligible improvements.*
If yes, have you ever claimed a credit for any of these in the past?				
Did you install any solar water heating property, solar electric property, geothermal heat pumps, or small wind energy property? *(Costs allocated to heat a pool or hot tub are not eligible.)*				*Include all purchase documents and manufacturers' certifications.*
Did you pay wages of $1,700 or more during the year to household workers, not including amounts paid to an agency?				*Include payroll reports. The W-2 to your employee is due by 1/31/12.*

"Why do they always want to do it the hard way?" - Wile E Coyote

Mortgages and Debts

Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
Did you receive a homebuyer credit for a 2008 home purchase?	☐	☐		*Repayment of this credit began in 2010.*
Did you pay mortgage insurance premiums (PMI) on a home purchased or refinanced after 12/31/06?	☐	☐	25 p2	
Did you refinance or take a home equity loan? If yes, number of years of new mortgage _____________ If yes, did you use any proceeds to pay off personal debts?	☐ ☐	☐ ☐	25 p2	*Include all refinance settlement statements and a detailed list of how the cash was distributed.*
Did you complete a loan modification in 2011?	☐	☐		*Include the final agreement.*
Did you have real estate property subject to foreclosure? If yes, was the mortgage recourse?	☐ ☐	☐ ☐		*Include form(s) 1099-A and/or 1099-C.*
Did you sell any real estate in a short sale transaction?	☐	☐		*Include form(s) 1099-A and/or 1099-C.*
Do your total outstanding mortgage balances on all personal residences exceed $1.1 million? (This does not include rentals, business, or investment properties.)	☐	☐		*Provide year end lender statements for all mortgages on your personal residence.*
Did you declare bankruptcy in 2011?	☐	☐		*Include the final bankruptcy decree.*

Tax Withholdings, Estimates, Payments and Other Tax Returns

Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
Did you receive ANY correspondence from the IRS or state taxing agencies during the year?	☐	☐		*Include all correspondence received.*
If you have an overpayment do you want it directly deposited into your bank account?	☐	☐	3	***Confirm bank information in organizer!***
If you have a balance due, do you want it directly debited from your bank account? If yes, date you want your account debited _____________	☐	☐	3	*The balance due will be withdrawn from the account you have included in the organizer.*
If you have a balance due, do you need an installment agreement to pay the taxes?	☐	☐		*There are additional government handling fees. For information on setting up your own payment plan, go to F&P Highlights on our website.*
Do you want to allocate $3 to the Presidential Election Campaign Fund for either: Yourself? Your spouse?	 ☐ ☐	 ☐ ☐		
Do you want to allocate part of your California refund to any of the state designated charities?	☐	☐		*Visit our website for a complete list. Five new charities are available in 2011.*
Do you think you pay too much in taxes? If yes, would you like things to return to the good old days?	☐ ☐	☐ ☐		*Be careful what you wish for! Check out the chart on the next page to see how taxe rates have evolved.*
Do you want us to prepare your 2012 estimated tax vouchers? If yes, do you want all or part of your 2011 overpayment applied to the 2012 estimates? If yes, do you expect any changes in your withholding taxes for the year 2012?	☐ ☐ ☐	☐ ☐ ☐		 *Include a current 2012 year-to-date paystub.*
Did you purchase any items acquired out-of-state, online, or by mail-order from an out-of-state retailer that did not include state sales tax? If yes, indicate the total amount of purchases in 2011 __________ If yes, did any one purchase exceed $1,000?	☐ ☐	☐ ☐		*States are cracking down on use tax! Be sure to keep adequate records and report ALL purchases that did not include sales tax for your state of residency.*

Tax Withholdings, Estimates, Payments and Other Tax Returns (continued)

Question	Yes	No	Org. Page	Inclusion Reminders and Other Information
Did you make a gift exceeding $13,000 to a single individual during 2011?	☐	☐		*Provide a list of gifts made, including amount, date and recipients' name, address and SSN.*
At any time during 2011, did you have a foreign bank account with a balance in excess of $10,000 USD?	☐	☐		*Strict filing requirements - tax returns due by 6/30/12. NO extensions. Please contact us.*
Do you own any foreign financial assets with a FMV in excess of $50,000 at 12/31/11 or in excess of $100,000 at any time during 2011?	☐	☐		*New form requirement! Please contact us.*

Don't forget to check your address and contact information on page 1 of the organizer.

Have you included your deposit and engagement letter?

A little bit of trivia…and you thought you paid too much in taxes!

The below chart represents the top marginal tax rates over the past century.

Top Marginal Tax Rates

Tax Year(s)	Top Marginal Rate (%)	Tax Year(s)	Top Marginal Rate (%)	Tax Year(s)	Top Marginal Rate (%)
1913-15	7	1940	81.1	1969	77
1916	15	1941	81	1970	71.75
1917	67	1942-43	88	1971-80	70
1918	77	1944-45	94	1981	69.125
1919-21	73	1946-47	86.45	1982-86	50
1922	58	1948-49	82.13	1987	38.5
1923	43.5	1950	84.36	1988-90	28
1924	46	1951	91	1991-92	31
1925-28	25	1952-53	92	1993-2000	39.6
1929	24	1954-63	91	2001	39.1
1930-31	25	1964	77	2002	38.6
1932-35	63	1965-67	70	2003-12	35
1936-39	79	1968	75.25		

Provided by Spidell Publishing, Inc.

Remember - "more is better" when deciding what documents to send us. More and more detail is being required by the IRS and state agencies.
We'll return everything...we promise!

"I've got a wife, two kids and 10 finance companies to support. How am I supposed to pay my bills?" - George Jetson