

Reminder: Please read and sign the engagement letter, and return it with the completed questionnaire.

PERSONAL INFORMATION

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1 Did your marital status change during 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 If married, do you and your spouse want to file separate returns? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Can you or your spouse be claimed as a dependent by another taxpayer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Are you a partner in a registered domestic partnership (RDP)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Did you or your spouse retire or change jobs in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Were you or your spouse permanently and totally disabled in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Were you or your spouse a member of the U.S. Armed forces during 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8a Did your address change? | <input type="checkbox"/> | <input type="checkbox"/> |
| b If yes , please provide the new address: _____ | | |
| 9 What is your current e-mail address? _____ | | |
| 10 What is your current telephone number? _____ | | |
| 11 What is your current occupation? _____ | | |

DEPENDENT INFORMATION

- | | Yes | No |
|--|--------------------------|--------------------------|
| 12a Did you have any new children in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| b If yes , enter the name as it appears on the child's Social Security Card: _____ | | |
| c Enter the date of birth and Social Security Number of the child: ____/____/____ - ____ - ____ | | |
| 13a Do you have dependents who must file a tax return? | <input type="checkbox"/> | <input type="checkbox"/> |
| b If yes , do you want us to prepare their returns? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14a Do you have children who are under the age of 19 or a full time student under the age of 24 with investment income greater than \$950? | <input type="checkbox"/> | <input type="checkbox"/> |
| b If yes , do you want to include your children's income on your return? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 Are there any concerns on meeting the definition of a custodial parent, as a requirement of claiming a child as a dependent? (Defined as the parent with whom the child resides for a greater number of nights "night-overs" during the calendar year.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 Did you provide over half the support for any other person during 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 Did you pay for child care while you worked or looked for work in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 Did you incur any adoption expenses during 2011? | <input type="checkbox"/> | <input type="checkbox"/> |

HEALTH AND LIFE INSURANCE

- | | Yes | No |
|---|--------------------------|--------------------------|
| 19 Did you or your spouse have self-employed health insurance in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 If you or your spouse are self-employed, are either of you eligible to be covered under an employer's health plan at another job? If yes , how many months were you covered? _____ Months | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 Did your employer pay premiums on life insurance in excess of \$50,000 where the proceeds are payable to beneficiaries named by you? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 Did you or your spouse have a medical savings account (MSA) or health savings account (HSA) during 2011? If yes , please include Form 1099-SA. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23 Did you pay for any long-term care insurance in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24 Did you or your spouse receive distributions from long-term care insurance contracts? If yes , please include Form 1099-LTC. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 Did you or your spouse elect continuation of COBRA coverage after your employment was involuntary terminated? | <input type="checkbox"/> | <input type="checkbox"/> |
| 26 Did you lose your job during 2011 because of foreign competition and pay for your own health insurance? | <input type="checkbox"/> | <input type="checkbox"/> |

IRA, PENSION AND EDUCATION SAVINGS PLANS

	Yes	No
27 Did you receive payments from a pension or profit-sharing plan? If yes , please include Form 1099-R.	<input type="checkbox"/>	<input type="checkbox"/>
28 Did you or your spouse contribute to a Roth IRA or convert an existing IRA into a Roth IRA?	<input type="checkbox"/>	<input type="checkbox"/>
29 Did you or your spouse roll into a Roth IRA any distributions from a retirement plan, an annuity plan, tax shelter annuity or deferred compensation plan?	<input type="checkbox"/>	<input type="checkbox"/>
30 Did you withdraw any amounts from your IRA to pay for higher education expenses incurred by you, your spouse, your children or grandchildren?	<input type="checkbox"/>	<input type="checkbox"/>
31 Did you withdraw any amounts from your IRA or Roth IRA to acquire a principal residence?	<input type="checkbox"/>	<input type="checkbox"/>
32 Did you or your spouse turn age 70½ during the year and have money in an IRA or other retirement account while not taking a distribution?	<input type="checkbox"/>	<input type="checkbox"/>
33 Did you withdraw amounts from a Coverdell Education Savings Account or Qualified Education Program (Section 529 plan)? If yes , please include Form 1099-Q.	<input type="checkbox"/>	<input type="checkbox"/>
34 Did you make any contributions to a Coverdell Education Savings Account or Qualified State Tuition Plans (Section 529 plans) during 2011?	<input type="checkbox"/>	<input type="checkbox"/>

ITEMS RELATED TO INCOME/LOSSES

	Yes	No
35 Did you receive any social security benefits, supplemental security income, railroad retirement benefits, veterans disability compensation or pension benefits? If yes , please enter the amount: _____	<input type="checkbox"/>	<input type="checkbox"/>
36 Did you receive any deferred, retirement, or severance compensation in 2011?	<input type="checkbox"/>	<input type="checkbox"/>
37 Did you receive any disability payments in 2011?	<input type="checkbox"/>	<input type="checkbox"/>
38 Did you receive a punitive damage award or an award for damages other than for physical injuries or illness?	<input type="checkbox"/>	<input type="checkbox"/>
39 Did you receive any unreported tip income of \$20 or more in any month of 2011?	<input type="checkbox"/>	<input type="checkbox"/>
40a Did you incur any casualty or theft losses during 2011?	<input type="checkbox"/>	<input type="checkbox"/>
b Did you incur any casualty or loss attributable to a federally declared disaster?	<input type="checkbox"/>	<input type="checkbox"/>
41 Did you incur any non-business bad debts?	<input type="checkbox"/>	<input type="checkbox"/>
42a Did you buy, sell, refinance, or abandon a principal residence or other real property in 2011? If yes , please attach copies of the escrow statements or Forms 1099.	<input type="checkbox"/>	<input type="checkbox"/>
b If yes , have you ever rented out this property?	<input type="checkbox"/>	<input type="checkbox"/>
43 Was your total mortgage debt in excess of your home's fair market value at the end of 2011? If yes , please enter both amounts: _____	<input type="checkbox"/>	<input type="checkbox"/>
44 Did you close any open short sales during 2011?	<input type="checkbox"/>	<input type="checkbox"/>
45 Did you or your mortgagee receive any mortgage assistance payments? If yes , please enclose any Forms 1098-MA. .	<input type="checkbox"/>	<input type="checkbox"/>
46 If you sold or abandoned a home, did you claim the First-Time Homebuyer Credit when you purchased this home?	<input type="checkbox"/>	<input type="checkbox"/>
47 Do you have a Homebuyer's Credit which is required to be partially re-paid in 2011?	<input type="checkbox"/>	<input type="checkbox"/>
48 Are you planning to purchase a home soon?	<input type="checkbox"/>	<input type="checkbox"/>

BUSINESS AND INVESTMENT

	Yes	No
49 Did you earn any interest in 2011? If yes , please attach Forms 1099-INT.	<input type="checkbox"/>	<input type="checkbox"/>
50 Did you earn any dividends in 2011? If yes , please attach Forms 1099-DIV.	<input type="checkbox"/>	<input type="checkbox"/>
51 Did you receive grants of stock options from your employer, exercise any stock options granted to you or dispose of any stock acquired under a qualified employee stock purchase plan?	<input type="checkbox"/>	<input type="checkbox"/>
52 Did you buy or sell any stocks or bonds in 2011? If yes , please attach Forms 1099-B and broker statements.	<input type="checkbox"/>	<input type="checkbox"/>
53 Did you sell any securities not reported on your Form 1099-B?	<input type="checkbox"/>	<input type="checkbox"/>
54 Did you engage in any put or call transactions? If yes , please provide details.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
55 Did you surrender any U.S. savings bonds during 2011?	<input type="checkbox"/>	<input type="checkbox"/>

- 56 Did you use the proceeds from a Series EE or I U.S. savings bond purchased after 1989 to pay for higher education expenses?
- 57 Did you realize a gain or loss on property which was taken from you by destruction, theft, seizure, or condemnation? ..
- 58 Did you start a new business, purchase a rental property, farm or acquire any new interest in any partnership or S corporation during 2011?
- 59 Did you sell an existing business, rental property, farm or any existing interest in a partnership or S corporation during 2011?
- 60 Did you use any portion of your home for business purposes?
- 61 Did you have any investments for which you were **not** personally 'at risk' (other than sole proprietorship or farm)?
- 62 Did you sell property or equipment on installment in 2011?
- 63 Did you use gasoline or special fuels for business or farm purposes (other than for a highway vehicle) during 2011? ...
- 64 Did you have any business related educational expenses?
- 65 Did you do a 'like-kind' exchange of property in 2011?
- 66a Did you make any payments that would require you to file form(s) 1099?
- b **If yes**, did you or will you file all required forms 1099?
- 67 If you deduct business expenses on your tax return, do you have records to support all of your expenses?
- IRS regulations allow deductions for travel and entertainment if adequate records can be presented. Information must include:
 1 Amount; 2 Time and place; 3 Date; 4 Business purpose; 5 Description of gift(s); and 6 Business relationship of recipient.

FOREIGN BANK ACCOUNTS AND TAXES

- | | Yes | No |
|--|--------------------------|--------------------------|
| 68 Did you have any foreign income or pay any foreign taxes in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 69a Did you have any interest in or signature authority over a bank account, or any other financial account(s) in a foreign country at any time during 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| b If yes , did the aggregate value of all your foreign accounts exceed \$10,000 (USD) at any time during 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 70 Did you create or transfer money or property to a foreign trust? | <input type="checkbox"/> | <input type="checkbox"/> |
| 71 Did you or your spouse own any foreign financial assets? If you are not sure we should discuss | <input type="checkbox"/> | <input type="checkbox"/> |

ITEMIZED DEDUCTIONS

- | | Yes | No |
|---|--------------------------|--------------------------|
| 72a Did you contribute property (other than cash) with a fair market value of more than \$5,000 to a charitable organization? | <input type="checkbox"/> | <input type="checkbox"/> |
| b Did you donate a vehicle in 2011? If yes , please attach Form 1098C. | <input type="checkbox"/> | <input type="checkbox"/> |
| 73 Did you purchase a motor vehicle or boat during 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes , please attach documentation showing the sales tax paid. | | |
| 74 Did you pay any legal fees, advisory fees, and/or margin interest during 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 75 Did you move to a different home because of a change in the location of your job? | <input type="checkbox"/> | <input type="checkbox"/> |
| 76 Did you have an outstanding home equity loan at the end of 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 77 Did you take out a new home equity loan in 2011? If yes , please attach a copy of the settlement or HUD statement. | <input type="checkbox"/> | <input type="checkbox"/> |
| 78 In total, during the life of your principal residence, have you taken out more than \$100,000 of home equity against your principal residence? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes , please provide the principal balance and interest rate at the beginning and the end of the year. | | |
| 79 Are your total mortgages on your first and/or second residence greater than \$1,000,000? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes , please provide the principal balance and interest rate at the beginning and the end of the year. | | |
| 80 Are you claiming a deduction for mortgage interest paid to a financial institution and someone else received the Form 1098? | <input type="checkbox"/> | <input type="checkbox"/> |
| 81 Did you start paying mortgage insurance premiums in 2011? If yes , please attach details. | <input type="checkbox"/> | <input type="checkbox"/> |

MISCELLANEOUS

- | | Yes | No |
|---|--------------------------|--------------------------|
| 82 Did you make any energy efficient improvements to your home or purchase energy-saving property during 2011?
(Such as exterior doors or windows, insulation, heat pumps, furnaces, central air conditioners or water heaters.)
If yes , please attach details. | <input type="checkbox"/> | <input type="checkbox"/> |
| 83 Did you install any alternative energy equipment in your residence such as solar water heaters, solar electricity equipment (photovoltaic) or fuel cells? | <input type="checkbox"/> | <input type="checkbox"/> |
| 84 Did you purchase a hybrid, or alternative technology vehicle in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes , please enter the year, make, model, and date purchased: _____ | | |
| 85 Did you or your spouse make gifts of over \$13,000 to an individual and/or contribute to a prepaid tuition plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| 86 Did you make gifts to a trust? | <input type="checkbox"/> | <input type="checkbox"/> |
| 87 If there were dues paid to an association, was any portion required to be non-deductible due to political lobbying by the association? If yes , please attached details. | <input type="checkbox"/> | <input type="checkbox"/> |
| 88 Did you make a loan at an interest rate below market rate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 89 Did you pay in excess of \$1,000 in any quarter, or \$1,700 during the year for domestic services performed in or around your home to individuals who could be considered household employees? | <input type="checkbox"/> | <input type="checkbox"/> |
| 90 Did you pay any student loan interest for yourself, your spouse, or your dependents in 2011? | <input type="checkbox"/> | <input type="checkbox"/> |
| 91 Did you, your spouse, or your dependents incur any post-secondary education expenses, such as tuition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 92 Did you engage in any bartering transactions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 93 Did a lender forgive or cancel any of your debts in 2011? If yes , please attach forms 1099-A or 1099-C. | <input type="checkbox"/> | <input type="checkbox"/> |
| 94 Have you had a Life Insurance Performance Evaluation on all your life insurance policies recently? | <input type="checkbox"/> | <input type="checkbox"/> |
| (10 yrs ago, a 40 yr old man paid \$670/yr for \$500K in coverage; now a 50 yr old man can pay \$485 for the same coverage.) | | |
| 95 Do you need to review and/or update your beneficiary designation forms? | <input type="checkbox"/> | <input type="checkbox"/> |
| (Life insurance, 401(k), other retirement accounts, etc...) | | |
| 96 Do you want your 2011 refund, if any, directly deposited into your bank account? | <input type="checkbox"/> | <input type="checkbox"/> |
| 97 If yes , please provide the following: _____ Or , if same as last year, please check "same". Same <input type="checkbox"/> | | |
| a Bank Name: _____ | | |
| b Routing number: _____ | | |
| c Account Number: _____ | | |
| d Account type: Checking <input type="checkbox"/> Savings <input type="checkbox"/> | | |

PRIOR YEAR TAX RETURNS

- | | Yes | No |
|---|--------------------------|--------------------------|
| 98 Were you notified by the Internal Revenue Service or state taxing authority of changes to a prior year's return? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes , please enclose agent's report of the notice of change. | | |
| 99 Were there changes to a prior year's income, deductions, credits, etc which would require filing an amended return? .. | <input type="checkbox"/> | <input type="checkbox"/> |
| 100 Have you been a victim of identity theft and have you contacted the IRS? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes , please provide the 6-digit identity protection personal identification number issued to you by the IRS. _____ | | |

Taxpayer's Name	Date	Taxpayer's Signature
Spouse's Name	Date	Spouse's Signature

NOTES: _____
