

BERMAN & SONS, LTD.
Tax Interview Checklist **TAX YEAR 2011**

CLIENT'S NAME _____ PHONE: _____

Email Address: _____ (for tax return processing/communication purposes only)

Marital Status (as of 12/31/11) Unmarried ____ Legally married ____
If legally married and not filing a joint return, did you live with your spouse during any part of the last six months of the year? Yes or No
If unmarried, is anyone else eligible to claim you as a dependant? Yes or No

Have any tax returns from the past 3 years been changed or audited by the IRS or State? Yes/No
If yes, please provide detail and all notices received from IRS/state

Is there a change in the number of dependents from last year? Yes/No
Dependent to remove: name(s) only _____
Dependent to add: _____
(name, SS#, birthdate, relationship, # of months lived in home)
(attach separate sheet if adding more than 1 dependent)

Did you receive any income for goods sold or services rendered that is not reported on a W-2 or 1099? Yes/No
(ie: self-employment/side job income) Please include all income and expenses. See website for worksheets.

Did you receive or pay any alimony? (Not child support) Yes/No
Name of person paid to: _____, SS# _____
Amount Paid \$ _____

Have you received any unemployment income? Include 1099G Yes/No

Did you receive SS retirement or SSI benefits? Include statement(s) from SSA Yes/No

Did you have any gambling winnings/losses? Include all W2G's and loss documentation Yes/No

Did you make any substantial retail purchases? (ie: car, boat, camper, home improvement supplies) Provide receipts. Yes/No

Did you make contributions to any IRA account for 2011? Yes/No
Type of IRA Traditional / Roth Amount contributed _____/_____

Did you sell any stocks, bonds, mutual funds or other assets? Yes/No
Include all sale and purchase statements/documents.

Did you purchase energy efficient property? (ie: insulation, doors, etc) Yes/No
Include receipt(s) and manufacturers certification(s).

Did you pay for any Child Care expenses while you worked? (DCB) Yes/No
Name of provider: _____ SS# _____
Address: _____ Amount paid \$ _____
of children in daycare _____

Did you purchase or operate any Rental Property during the tax year? Yes/No
For purchase, provide settlement statement. Include all items of income and related expenses. See website for rental property worksheet(s).

Do any of your dependent children (**under age of 24 as of 12/31/11**) have nonwage income in excess of \$1,900? Include all tax/bank/brokerage statements. Child may have to pay tax at parents rate. Yes/No

Did you have any debt cancelled/forgiven (credit card, etc.) or a mortgage principle reduction? Yes/No
Include all Forms 1099-C.

Did you pay college tuition/expenses for yourself or dependents in 2011? Yes/No
Name of student(s) _____ Year in college: _____
Amount paid for tuition :\$ _____ Amount paid for books; \$ _____
If additional supplies/equipment were required by the college, please enclose a detailed list.
Provide proof of tuition/books paid, Form 1098-T, and details of any scholarships awarded to student.

Did you withdraw money from an educational IRA or 529 plan? Include Form 1098-Q. Yes/No

Did you pay interest on college loans? Include Form 1098-E. Yes/No

Do you have any 2nd mortgages or home equity loans? Include Form 1098 for each loan. Yes/No

Did you refinance any mortgages/equity loans? Include settlement statement. Yes/No

Did you receive any distributions from a retirement fund or IRA (including rollovers)? Yes/No
Include Form(s) 1099-R.

Did you convert an IRA to a ROTH IRA during 2010 and defer the taxes until 2011/12? Yes/No

Do you use your own automobile for business/work purposes and are not reimbursed by your employer? Yes/No
(Not commuting miles) See website for rules/recordkeeping/worksheet.

Do you use a home office to perform the duties of your business or job? Yes/No
See website for rules/recordkeeping/worksheet.

Did you buy or sell a personal residence? Include settlement statement(s). Yes/No

Did you claim the First Time Homebuyer Credit on your 2008 or 2009 tax return? Yes/No

Do you have any foreign bank accounts? Yes/No

Are you a member/beneficiary of an S-Corp, Partnership, Estate, Trust, etc? Include all K-1 forms. Yes/No

Were/are you or your spouse a member of the armed forces on active duty during 2010? Yes/No
Dates of active duty: _____

Did you pay registration fees/tuition for you dependents, grades K-12, in excess of \$250.00? Yes/No
Name of student(s) _____ Grade(s) _____
Name of school(s) _____ Amount paid for tuition/books \$ _____

If any answers to the above are yes, we need the documentation or requested to support the income/deduction.

Direct Deposit information:
Bank Name: _____ Account number: _____
Routing Number: _____ Checking ___ Savings ___

This information is true and correct to the best of my/our knowledge. All items of income have been reported and all items of expense are supported by receipt, canceled check, or other evidence.

SIGNATURES: _____
PRIMARY TAXPAYER **SPOUSE (JOINT RETURN)** **DATE**
Preparer