ROSS and ROSS
Accounting and Tax Service, P.A.
1629 Race Track Road, Ste 101
Saint Johns, FL 32259
904-287-3737 / fax 287-8757
www.rossandross.com
Email: tax@rossandross.com

Dear Clients,

Enclosed is a worksheet to use as a guide in gathering your tax return information. Please update phone numbers and email addresses as well as any information that has changed. If you have any specific questions not detailed on the worksheet please call, email, or include your questions with your tax information. For those of you who are busy, you can drop-in, fax, or email your work for us to complete. Email is totally confidential and handled the same way as a fax or any other important document. Feel free to communicate with us this way.

- Office hours are Monday through Friday from 9am to 6pm.

- The office will be open on Saturdays from 10am to 2pm for drop off and pick up only.

- Telephone appointments are available upon request.

- We do not offer Saturday or evening appointments.

- We encourage you to drop in your paperwork if there is no appointment time that meets your needs or if you cannot make your prescheduled appointment time. We will follow up with you by phone and/or email before completing your tax return. Tax returns dropped in the office are scheduled in the order they are received.

- If you come by when we are closed you can drop your information through the mail slot in our door. Please put it in an envelope with your name, current address, phone number and email address in it.

- If you already have a scheduled appointment and you wish to drop off your work instead, please tell us when you drop in and we will work on things at your scheduled appointment time or earlier if possible.

- If you have a special need to have your tax return completed early, such as for school financial aid applications or mortgage loans, be sure to let us know in advance so we can better accommodate you.

- As a reminder, we accept all major credit cards for payment. Also, for an additional charge, you can have our tax preparation fee deducted from your refund.

<u>We must have your tax information before March 31, 2012.</u> After that an extension may be filed. If you think you owe taxes you should get us your tax information as soon as possible. We will not be able to accurately estimate your tax after March 31, 2012. Interest accrues on any tax not paid by April 15th even if an extension is filed. If no tax is owed, there are no additional charges from IRS as long as an extension is filed.

<u>IF YOU NEED AN EXTENSION, YOU MUST CALL OR EMAIL TO REQUEST ONE!</u> We cannot do this without direct contact from you. If your current work is in our office, we will do this if necessary.

We are looking forward to working with you this year.

Sincerely,

The Staff at Ross and Ross

ROSS and ROSS
Accounting and Tax Service, P.A.
1629 Race Track Road, Suite 101
Saint Johns, FL 32259-6299
904-287-3737 / fax 287-8757
www.rossandross.com
Email: tax@rossandross.com

Please use this worksheet to gather your personal tax return information. A more detailed organizer is available by email upon request if you prefer.

Last Name: ______________________________________ Phone: (H) ________________ (W) _______________

Cell numbers: (self) ______________________________ (spouse) _______________________________________

First Name: (self) ___________________________________ SS#:______________________ DOB_____________

First Name: (spouse) _________________________________ SS#:______________________ DOB_____________

Address: ____

City, State, Zip:____

We will be communicating with you through email. Check here if you do not have an email address or would prefer for us to contact you via phone instead _________

Email address (self):____

Email address (spouse):____

Do you want Direct Deposit of your refund? Yes No If yes, provide a voided check (not a deposit slip).

Do you want to allocate money ($3) to the Presidential Election Campaign Fund? Self: Yes No Spouse: Yes No

Status (circle one): Married Single Newly divorced Married filing separate Legally blind Disabled Alien

DEPENDENTS

Name	Date of Birth	Social Security #	Relationship

Do your children or dependents have income from any source? Yes / No If yes, bring documents-rules have changed.

Child care expenses (bring statement if provided):
** We MUST have the address & Tax ID numbers to take the deduction **

Child's name for which the expenses were paid ___________________________ ___________________________

Total paid to child care facility/individual $___________________________ $___________________________

Name, address, and tax ID # of that facility or individual:

Income From: *(Bring all documents)*

[ ] W-2	[ ] Partnership or S Corp (K1)	[ ] Social Security
[ ] Interest	[ ] Rental or Farm	[ ] Sales of Property/Land/Home
[ ] Dividends/Cap Gains	[ ] Estates or Trusts	[ ] State tax refund
[ ] 1099-R Pension Distribution	[ ] 1099-Misc	[ ] Business
[ ] IRA distribution/rollover	[ ] Unemployment	[ ] Gambling / Prizes / Tips / Other
[ ] Roth IRA Conversion	[ ] 1099C or 1099A (cancelled debt)	[ ] Receive Alimony $____________
[ ] Annuity rollover or transfer	[ ] Sale of stocks, etc.	

Did You: ***Bring all documents***

[ ] Adopt a child last year	[ ] Purchase a vehicle of any type	[ ] Set up a trust
[ ] Move last year	[ ] Have employee business expenses	[ ] Purchase a home
[ ] Pay Alimony $__________	[ ] Contribute to an IRA, SEP or Keogh (Do you plan to?)	[ ] Pay estimated tax:
[ ] Pay Student Loan Interest		Date: ____________ $____________
[ ] Give gifts over $13,000 to any person in 2011	[ ] Contribute/Convert to a Roth IRA	____________ $____________
	[ ] Exercise any ISO's	____________ $____________
		____________ $____________

[ ] Make energy improvements to your principal residence (not rentals or vacation homes) in 2011.
[ ] Have money or investments in Foreign accounts-provide details.

Un-reimbursed Medical Expenses: (only deductible if exceeds 7.5% of income)

Doctors/Hospital/Dentist/Co-Pay Amounts $______________________
Prescriptions $______________________
Health/dental/cancer insurance-*not pre-tax payroll deducted* $______________________
Long term health care insurance premiums self $______________ spouse $______________
Medical mileage ____________________

Taxes Paid:

Real estate tax - home	$__________________	Land/Vacation home	$_________________
Land/Vacation home	$__________________	State income tax paid directly	$_________________

Interest Paid:

Home mortgage / equity loan interest (bring statements) $______________________
Mortgage interest paid to an individual $______________________

Contributions to registered non-profit organizations (call if you need a worksheet faxed or emailed to you)

Cash and checks $______________________
Clothes, furniture, etc. **(itemized separately if over $250)** $______________________
Charitable mileage _____________________

There are specific rules for charitable deductions – you MUST provide proof to our office in order to take the deduction.

Miscellaneous:

Tax preparation fees	$__________________	Investment fees	$____________________
Union / Professional dues	$__________________	Job hunting costs	$____________________
Business publications	$__________________	Uniforms unreimbursed	$____________________
Job related education	$__________________	Tools used at work	$____________________
Professional license / insurance	$__________________	Safety clothing / shoes	$____________________
Safe deposit box	$__________________	Travel & business expense need separate worksheets. Call or see our web site if you need one.	
Teacher supplies, books, equip (Only grades K-12)	$__________________		

College related information-Bring all documents:

Tuition & fees paid in 2011:______________________________

Required books, supplies & equipment paid in 2011:______________________________

Person it was paid for:______________________________

Year they began college:___________________________ Year of college they are in:__________________________

Amount of tuition paid by the pre-paid college fund:__________________________________ (not payments on the plan)

Interest paid on education loans:________________________________ (must be a separate loan, not a consolidated loan)

Distributions from Educational IRA's or 529 Plans:______________________

Distributions from IRA's used to pay college expenses:____ ___________________ (attach list of expenses paid in 2011)

Additional notes, information, questions, or comments: