

**Henry V. Kaelber, CPA, CFP®**  
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Member: AICPA, CFAI, VSCPA

**Downtown Office:**  
401 East Market St, Floor ES, Suite 24  
Charlottesville, VA 22902

**Mailing:**  
124-B Buckingham Circle  
Charlottesville, VA 22903

January 2, 2012

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ << Name & Address

Dear New Client,

First, let me extend my best wishes for a Happy New Year and for much prosperity in 2012. While the past year has continued to be challenging for many, I hope it was gentle for you. And, as we enter this New Year, it's time to begin thinking about taxes again.

Enclosed is your Tax Organizer which I will use in preparing your 2011 income tax return(s). It summarizes your 2010 tax information and provides space for entering your 2011 data. As you receive your 2011 tax documents, please collect them and keep them with this organizer. These documents include such items as your W-2s, 1099 forms, K-1s, etc. Your check register may also include pertinent information.

Also included are two engagement letters. Before I may provide any services for you, I am required to obtain a signed copy of each as applicable to your situation. This is something that we will need to do each year.

The first letter relates to tax preparation and tax planning services and it is substantially similar to the engagement letter I issue each year. The second relates only to clients that seek, through ELF Capital Management LLC, my assistance with selecting investments among the alternatives provided in their employer sponsored 401k or similar retirement plan.

If you wish to engage my assistance with selecting investments among the alternatives provided in your employer sponsored 401k or similar retirement plan, in addition to completing the ELF Capital Management LLC engagement letter, you will also need to review ELF's Firm Brochure and complete an Investment Policy Questionnaire. Both of these additional documents may be viewed and printed from ELF's web site at: [www.hwkfs.com](http://www.hwkfs.com) on the Forms & Documents page. If you would like these forms sent to you in hard copy, please call and I would be happy to forward them.

Thank you for allowing me to assist with your personal tax compliance and, if applicable, with your investment decisions. Please take a moment to read through the enclosures. Thereafter, please acknowledge that you understand how we will work together by signing and returning the applicable letter(s) to me along with your completed tax organizer.

As always, thank you for allowing this opportunity to serve you. Also, if any of your friends or associates are seeking to work with a CPA like myself, please send them my way. Your referrals are greatly appreciated and anyone you send to me will be treated with the utmost respect and courtesy.

Sincerely,

Henry V Kaelber, CPA, CFP

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear New Client,

Henry V. Kaelber, CPA, CFP® is pleased to have the opportunity to provide you with the professional services described below. This letter will confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide.

### **Tax Preparation Services**

Your federal and any required state individual income tax returns for the 2011 tax year will be prepared based on information and representations that you furnish me. In the tax preparation process, I will not audit or independently verify the data you submit, although I may ask you to clarify some of the information given. I will utilize a computer in the preparation process and will file your returns electronically whenever possible. Before I electronically file any returns, you will approve your returns and sign any authorization forms required by the taxing authorities. I will prepare your tax returns solely for filing with the Internal Revenue Service ("IRS") and state and local tax authorities. They are not intended for third-party use, either to obtain credit or for any other purpose.

As any lender may ask for a copy of your tax return(s) to evaluate a loan or other credit related application, the statement above is important for me to explain and for your to understand. The tax authorities do not require that CPA's pre-verify the accuracy of the information provided them to prepare tax returns. And, having me perform audit procedures would be quite costly. So while I will focus on appropriately presenting your information on tax return(s), my tax preparation services provide no assurances that your information was verified using the various procedures that I would otherwise have to perform.

This should make clear why your tax returns are not intended to benefit or influence any third party, either to obtain credit or for any other purpose. And, I impose no restriction on you to use them for

such. However, if you do, you understand and agree to indemnify and hold me and any of my employees, agents or assigns harmless with respect to any and all claims arising from the use of the tax returns for any purpose other than filing with the IRS and state and local tax authorities regardless of the nature of the claim, including the negligence of any party.

Included with this letter is a tax organizer to help you gather and document information needed to prepare your income tax returns. Please complete the organizer with accurate and complete information, identifying **all of your worldwide income** including any bartering income, if applicable.

The Bank Secrecy Act and Hiring Incentives to Restore Employment Act requires the annual reporting of financial interests in foreign financial assets or signature authority over foreign bank accounts (including authority comparable to signature authority). Failure to file any of the required reporting can result in the imposition of both civil and criminal penalties, which can be significant. These required filings are not considered tax returns and if you wish me to assist you with any of these filings, please contact me to discuss these matters.

While I will always endeavor to inform you of your tax filing requirements, you retain responsibility for determining your tax filing obligations with any tax authorities, including, but not limited to income, franchise, sales, use, business licenses or property taxes. You shall not expect me to be responsible to research these obligations or to inform you of them. However, if it comes to my attention that you may have an obligation to file additional tax returns, I will notify you of this in writing and ask you to contact me. Upon your acknowledgement and approval, I will be happy to prepare these returns for you.

During the course of my work for you, it may also become necessary to advise that additional bookkeeping or accounting work is needed, solely for the purpose of organizing your tax information. If so, I will discuss this need with you. It is not always cost efficient to use me for bookkeeping services and I may be able to recommend someone for this work. However, if I perform additional bookkeeping or accounting work, my efforts will not include CPA audit or review procedures designed to discover fraud, theft, or other irregularities, should any exist.

Unless otherwise advised, you confirm that your personal expenses are segregated from business expenses such as meals, travel, entertainment, vehicle use, gifts and related expenses and that your expenses are supported by the proper documentation required by the IRS. At your request, I can advise you on the types of records required.

As applicable and unless you otherwise agreed to in writing with ELF Capital Management LLC, if you provide me with copies of brokerage and or investment advisory statements, I will use the statement information solely in connection with the preparation your income tax returns. I will rely on the accuracy of the information provided in the statements and will not undertake any action to verify this information. I will not monitor investment activity, provide investment advice, or supervise the actions of the entity or individuals performing investment activities on your behalf. I recommend that you receive and review all brokerage and or investment advisory statements promptly and carefully, and direct any questions regarding activities on your account to your broker and or investment advisor.

In preparing your returns, I will use my best judgment to resolve most questions in your favor where tax law is unclear if there is reasonable justification to do so. If I am aware that an applicable tax law is unclear or there are conflicting interpretations, I will explain the positions that may be taken on your return. I will follow the position you desire, provided it is consistent with my understanding of the current tax code, regulations, and their interpretation. If the IRS or state tax authorities later contest the position taken, there may be an assessment of additional tax, interest and penalties. I assume no liability for and you hereby release me from any such additional tax, interest and penalties or other fees and assessments.

During the course of preparing your tax returns, I may also bring to your attention certain available tax saving strategies (such as available credits, deductions, or deferrals) for you to consider. However, this may not always be accomplished and responsibility for implementing any tax saving strategy always remains with you.

All tax returns are subject to examination or audit by the taxing authorities. In the event of an examination or audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction or other information shown on your tax returns. In preparing your returns, I rely that you understand and have complied with applicable documentation requirements for your expenses, deductions, and credits. If you have questions about these requirements, you should ask me for clarification. If your tax return is selected for examination or audit, I would be pleased to discuss providing assistance to you for this specific purpose. It is always wise to immediately read and take action when you receive notices from any tax authority. You understand that these additional services are not included in my fees for tax return preparation.

You are responsible for maintaining adequate documentation to substantiate the accuracy and completeness of your tax returns. You should retain all documents that provide evidence for reported income, credits, and deductions on your returns as required under tax law. You are responsible for the adequacy of all such documents. You represent that you have such documentation and can produce it if needed to respond to any audit inquiry by taxing authorities. You agree to hold me and any of my employees, agents or assigns harmless with respect to any additional taxes, penalties or interest imposed by taxing authorities resulting from the disallowance of tax deductions due to inadequate documentation.

### **Tax consulting services**

This letter will also cover any tax consulting matters that may arise for which you seek my assistance, whether written or oral. In advising you, I will base my conclusions on the facts and assumptions that you submit and will not independently verify this information. Inaccuracy or incompleteness of the information you provide could have a material affect on my conclusions. In rendering advice, I may consider, for example, the applicable provisions of the Internal Revenue Code of 1986, as amended, the regulations there under and judicial and administrative interpretations thereof. These authorities are subject to change, retroactively and/or proactively, and any such changes could affect the validity of my advice. Unless separately engaged to do so, I will not update advice given for subsequent changes or modifications to the law and regulations or to the judicial and administrative interpretations thereof.

You agree that written advice provided by me to you is for your information and use only and will not be provided to any third party without my express written permission.

### **Penalties and Interest Charges**

Federal, state, and local taxing authorities impose various penalties and interest charges for non-compliance with tax law, including, for example, failure to file or late filing of returns, and underpayment of taxes. You remain responsible for the payment of all taxes, penalties, and interest charges imposed by the taxing authorities.

As discussed above, I will rely on the accuracy and completeness of the information you provide me in connection with the preparation of your tax returns or advice given. In the event that your tax return is examined or audited by the taxing authorities, failure to substantiate the items of income and deduction shown on your filed tax returns can result in the imposition of penalties and interest. Also, the IRS imposes a 20% penalty for disregard of regulations and substantial understatement of tax. The understatement is considered substantial if it exceeds 10 percent of the correct tax liability or \$5,000 (\$10,000 for corporations), whichever is larger.

Generally, you can avoid these “disregard” or “substantial understatement” penalties if the position is adequately disclosed and has at least a reasonable basis. To avoid the disregard of regulations portion of the accuracy-related penalty, the position taken must also represent a good-faith challenge to the validity of the regulation. Reasonable basis is a relatively high standard of tax reporting that is significantly higher than not frivolous or not patently improper. The reasonable basis standard is not satisfied by a return position that is merely arguable. The penalty will not be imposed on any part of an underpayment if there was reasonable cause for your position and you acted in good faith in taking that position. If you failed to keep proper books and records or failed to substantiate items properly, you cannot avoid the penalty by disclosure.

You agree to advise me if you wish to disclose a tax treatment(s) on your return using IRS Form 8275 or 8275-R. You may request my assistance to identify or perform further research to ascertain if there is “substantial authority” for the proposed position to be taken on the tax items in your returns. If you so request, I would be pleased to discuss providing this additional service to you under the terms of this engagement letter. Unless an undisclosed tax position meets the substantial authority or “more likely than not” standards, as applicable, I will be unable to prepare the return and will withdraw from the engagement.

### **Extension of Returns**

The original filing due dates for federal Individual and Partnership Income Tax returns are April 16, 2012; and March 15, 2012 for Corporate Income Tax Returns. It may be necessary to apply for an extension of the filing deadline if there are unresolved tax issues or delays in processing, or if I do not receive all of the necessary information from you on a timely basis. If you are unable to complete and return the tax organizer with other required documentation at least 30 days prior to the original due date for your return, you must contact me and request that I apply for an extension of

the filing deadline on your behalf. In order to file for an extension, I will still need sufficient information to estimate your taxable income in order to obtain a valid extension of time to file.

All taxes owed are due by the original filing due date. Additionally, extensions may affect your liability for penalties and interest or compliance with government or other deadlines. In signing this engagement letter, you acknowledge that I am not responsible for penalties or interest resulting from your underpayment of estimated taxes or timely filing of tax returns. Preparation of the application for an automatic extension of the filing deadline will result in additional fees charged due to the computation of the anticipated tax liability and the preparation of the extension request.

### **Fees and Billings**

My professional fee for the services outlined above will be based on the complexity of the work and the time required performing these services, plus out-of-pocket expenses if any. If circumstances or new issues significantly increase or decrease the complexity and effort, I will discuss such matters with you in advance of performing the services. You agree, by accepting the terms of this letter, to pay all invoices as presented to you. My invoices to you are due upon receipt. Please notify me in writing if you dispute any entry for services, fees or costs on any invoice.

You agree that in the event your payment is not received when due, I will not be responsible for your failure to meet government and other filing deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet deadlines, and for any other damages incurred by you as a result of the later filing or non-filing of the tax returns.

### **Assignment and Termination**

No Assignment of this engagement shall be made by me without your written consent. I reserve the right to withdraw from this engagement without completing the returns if you fail to comply with the terms of this engagement letter or as I determine professional standards require. You may withdraw from this engagement at any time by giving me written notice of your intent to do so. Upon termination, you shall pay any fees owed to me, plus out of pocket expenses, as of the effective date of termination.

**Required Response**

As always, I appreciate this opportunity to be of service to you. Please sign and date this engagement letter and return it to me to acknowledge your agreement with it. It is my policy to initiate services only after I've received a signed copy of this engagement letter from you.

Sincerely,

Henry V. Kaelber, CPA, CFP®

ACCEPTED:

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Printed Name

\_\_\_\_\_  
Spouse Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Printed Name

Please provide the email address that you would like for me to use in corresponding with you.

Email address: \_\_\_\_\_

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## ELF CAPITAL MANAGEMENT, LLC

401 East Market Street, Lower Level Floor ES #24  
Charlottesville, Virginia 22902

### NON-DISCRETIONARY INVESTMENT CONSULTING SERVICES ENGAGEMENT LETTER

January 2, 2012

**Client Name(s):** \_\_\_\_\_

**Client Address:** \_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_:

ELF Capital Management, LLC (hereinafter referred to as “ELF”) is pleased to have the opportunity to provide consulting services to aid the selection of investments among alternatives provided in your employer sponsored 401k or similar retirement plan. It is our policy to advise you of the scope of services to be performed and ask you to confirm that your understanding is the same as ours. Accordingly, this letter will serve to express and confirm the terms and objectives of our engagement. This letter will also serve to verify that you have received a copy of our Form ADV Part II (our “Firm Brochure”) that describes our firm and key personnel.

Based upon your responses to our Investment Management Questionnaire, ELF will use its best efforts to provide you with a recommended selection and percentage allocation of investments among the alternatives provided in your employer sponsored 401k or similar retirement plan. The Investment Management Questionnaire aids ELF in understanding your risk profile.

ELF actively manages discretionary investment portfolios for clients, pursuant to an investment management agreement, based upon a strategic asset allocation methodology as described in our Firm Brochure.

In advising you, ELF will base its conclusions on your responses to our Investment Management Questionnaire. Inaccuracy or incompleteness of the information you provide could have a material affect on ELF’s conclusions. In rendering advice, ELF will consider your risk profile, the alternatives provided in your employer sponsored 401k or similar retirement plan, and ELF’s discretionary strategic asset allocation policy portfolio then in effect. ELF’s strategic asset allocation policy portfolio is actively managed and subject to change over time. ELF will not

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monitor your plan's performance or update its advice given for subsequent changes or modifications to its strategic asset allocation policy portfolio unless you schedule a subsequent appointment with ELF to do so. In most cases, an annual review of investment selections among the alternatives provided in your employer sponsored 401k or similar retirement plan is ELF's recommended frequency. However, ELF will be happy to schedule a re-evaluation of its advice given upon request.

ELF will base its advice on the stated objectives of the available investment alternatives provided in your employer sponsored 401k or similar retirement plan. ELF will rely on the due diligence performed by your retirement plan's sponsor for the evaluation, suitability and inclusion of investment alternatives provided in your employer sponsored 401k or similar retirement plan. ELF assumes no due diligence responsibility beyond evaluating the stated objective of each of the available investment alternatives provided in your employer sponsored 401k or similar retirement plan.

For the 2012 calendar year, our billing rate for this engagement is \$250 per hour, plus out of pocket expenses if any, with a minimum 1 hour charged. The amount of time required to perform this work is not always dependent upon the complexity of work to be done, but rather, the extent of your desired goals, risk profile and the efficiency with which we are able to gather information. You agree, by accepting the terms of this letter, to pay all invoices as presented to you. Our invoices to you are due upon receipt.

This agreement covers only the scope, terms and objectives stated herein. As disclosed in ELF's Firm Brochure, ELF offers discretionary investment management, financial planning and consulting services. ELF would be happy to discuss providing any of its other services to you and do so under a separate agreement.

### **General Provisions.**

(A) **Data Gathering.** We will communicate with you as much as required to enable us to gather data and information necessary to understand your risk profile, your plan investment selection alternatives, or to resolve any questions. Upon your acceptance of this Engagement Letter, we recommend that we communicate again to discuss your goals or objectives, to discuss the level of services your desire, to establish a timetable for gathering information, and to discuss any restraints or guidelines that must be observed.

(B) **Advice.** We will provide you with a recommended selection and percentage allocation of investments among the alternatives provided in your employer sponsored 401k or similar retirement plan. You understand that you are fully responsible for the outcome of all your decisions, and for the implementation (or lack thereof) of recommendations relating to any advice and suggestions given by us to you. You agree that you agree that the services and advice provided by ELF through this agreement is intended for your own use and that you will make no unauthorized use by knowingly disclosing information to any third party for the purpose of replicating ELF's advice to you without compensation to ELF.

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(C) **No Assurances.** We cannot assure you that your goals and objectives will be attained. We also cannot assure you that the State or Federal Government will not pass legislation in the future that may have an adverse impact on actions, programs or investment advice that we may recommend to you. You are free to employ other advisors and to implement our recommendations in any manner you may choose.

(D) **Assignment and Termination.** No assignment of this Engagement Letter shall be made by us without your written consent. If at any time you have any questions or concerns regarding the fees or the services that are being provided, we encourage you to freely discuss these matters with us. You have the right to terminate our services at any time, at your discretion, with your only obligation being to pay for any services previously agreed upon that have been performed by ELF Capital Management, LLC up to the time of your decision to terminate. We also reserve the right to terminate our contract with you at our discretion, if at any time we have cause to believe you have withheld vital information or as ELF determines its professional standards require.

(E) **Understanding.** If this letter accurately reflects your understanding of our duties and relationship, please sign below and return an original to our offices. Please keep a second copy for your files. This Engagement Letter does not include discretionary investment management services which are provided for under our separate Investment Management Agreement.

We look forward to a long and mutually satisfactory relationship with you.

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**ELF Capital Management, LLC**  
Henry V. Kaelber, Managing Member

**Client Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Client Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This Tax Organizer is designed to help you collect and report the information needed to prepare your 2011 income tax return. The attached worksheets cover income, deductions, and credits, and will help in the preparation of your tax return by focusing attention on your special needs.

Please enter your 2011 information in the designated areas on the worksheets. If you need to include additional information, you may use the back of a worksheet or an additional page.

When possible, 2010 information is included for your reference. You do not need to make any 2010 entries.

Note: The General Questions and Business/Investment Questions worksheets include a variety of questions designed to assist in completing your tax return. If you answer **yes** to any of the questions, be sure to provide the applicable details.

Please provide the following information:

- A copy of your 2010 tax return (if not in our possession).
- Original Form(s) W-2.
- Schedule(s) K-1 showing income or loss from partnerships, S corporations or estates or trusts.
- Copies of other compensation or pension documentation, such as Form 1099-MISC or Form 1099-R.
- Form(s) 1099 or statements reporting dividend and interest income.
- Brokerage statements showing transactions for stocks, bonds, etc.
- Form(s) 1098 reporting interest paid, copies of real estate tax bills and other information relating to real property holdings.
- Copies of closing statements regarding the sale or purchase of real property.
- All other information notices you received, or any items you have questions about.

Thank you for taking the time to complete this Tax Organizer.

# 2011 TAX ORGANIZER

Taxpayer Information	Spouse Information
Last name .....	Last name .....
First name .....	First name .....
Middle Initial .....                      Suffix .....	Middle Initial .....                      Suffix .....
Social security number .....	Social security number .....
Occupation .....	Occupation .....
Work phone .....                      Ext ..	Work phone .....                      Ext ..
Cell phone .....	Cell phone .....
E-mail address .....	E-mail address .....
Date of birth .....	Date of birth .....
Address .....	Apartment number .....
City .....	State .....                      ZIP Code .....
Home phone .....                      Fax number .....	

Dependent Information					
First name	MI	Social Security Number	Date of Birth	Months Lived with Taxpayer	Child Care Expense
Last name	Suffix	Relationship			
-----		-----			
-----		-----			
-----		-----			
-----		-----			

Child and Dependent Care Provider Expenses			
Name	Address	ID Number	Amount Paid
-----	-----		
-----	-----		
-----	-----		
-----	-----		

**Education Tuition and Fees**  
 Attach all Form 1098-Ts and a list of your qualified education expenses.

**Student Loan Interest Paid**  
 Enter total 2011 qualified student loan interest .....

<b>Attach Form(s) W-2 – Wages, Salaries, Tips and Other Compensation</b>	
Employer Name	2010 Amount
_____	_____
_____	_____
_____	_____

<b>Attach Form(s) 1099-R – Distributions from Pensions, Annuities, Retirement, Profit-Sharing, IRAs, etc</b>	
1099-R Payer Name	2010 Amount
_____	_____
_____	_____
_____	_____

<b>Attach Form(s) SSA-1099 – Social Security/Railroad Benefits</b>		<b>Taxpayer</b>	<b>Spouse</b>
Social Security Benefits from Form SSA-1099 .....	_____	_____	_____
Railroad Retirement Benefits from Form RRB-1099 .....	_____	_____	_____
Medicare B premiums withheld .....	_____	_____	_____
Medicare D premiums withheld .....	_____	_____	_____

<b>Attach Form(s) 1099-MISC – Miscellaneous Income</b>	
1099-MISC Payer Name	
_____	
_____	
_____	

<b>Attach Form(s) 1099-INT – Interest Income</b>	
1099-INT Payer Name	2010 Amount
_____	_____
_____	_____
_____	_____
_____	_____

<b>Attach Form(s) 1099-DIV – Dividend Income</b>	
1099-DIV Payer Name	2010 Amount
_____	_____
_____	_____
_____	_____
_____	_____

**Attach Form(s) 1099-B, 1099-S – Sales of Stocks, Bonds, Real Estate, etc**  
 Attach all stock sale transaction information, including initial cost information.

**Other Government Forms to attach:**  
 Form(s) 1099-G – Certain Government Payments, Schedule K-1s – Partnership, S-Corporation, Trust or Estate Income, Form(s) W-2G – Gambling or Lottery Winnings, Form(s) 1099-Q – Payments from Qualified Education Programs

**Other Income:**  
 Alimony, jury duty, unreported tips, disability income, etc. Business, rentals, farms: Attach income and expenses for any business, rental or farm you own. Include a list of all new equipment acquired this year, including date of purchase and cost.

	<b>Taxpayer</b>	<b>Spouse</b>
<b>Retirement Plan Contributions</b>		
Traditional IRA contributions made for 2011 .....	_____	_____
Roth IRA contributions made for 2011 .....	_____	_____
SEP, Keogh, Individual 401(k) or SIMPLE Contributions .....	_____	_____

<b>Medical and Dental Expenses</b>	<b>2011 Amount</b>	<b>2010 Amount</b>
Prescription medications .....	_____	_____
Health insurance premiums .....	_____	_____
Doctors, dentists, etc .....	_____	_____
Hospitals, clinics, etc .....	_____	_____
Eyeglasses and contact lenses .....	_____	_____
Miles driven for medical purposes:		
From 01/01/11 thru 06/30/11 .....	_____	_____
From 07/01/11 thru 12/31/11 .....	_____	_____
Other medical and dental expenses:		
_____	_____	_____
<b>Taxes</b>	<b>2011 Amount</b>	<b>2010 Amount</b>
Real estate taxes paid on principal residence .....	_____	_____
Real estate taxes paid on additional homes or land .....	_____	_____
Auto license registration fees based on the value of the vehicle .....	_____	_____
Other personal property taxes .....	_____	_____
<b>Interest Expenses</b>		
Home mortgage interest paid – Attach Form(s) 1098.		
<b>Lender's Name</b>	<b>2011 Amount</b>	<b>2010 Amount</b>
_____	_____	_____
_____	_____	_____
Points paid on loan to buy, build or improve main home		
<b>Lender's Name</b>	<b>2011 Amount</b>	
_____	_____	
<b>Cash/Check/Credit Contributions</b>	<b>2011 Amount</b>	<b>2010 Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Noncash Charitable Contributions</b>		
Attach all receipts with details listing the following information: Donee, donee address, description of donation, date acquired and date contributed, your cost, value at time of donation, and how you acquired the property.		
<b>Miscellaneous Deductions</b>	<b>2011 Amount</b>	<b>2010 Amount</b>
Union and professional dues .....	_____	_____
Professional subscriptions, books, supplies .....	_____	_____
Uniforms and protective clothing (including cleaning) .....	_____	_____
Job search costs .....	_____	_____
Taxpayer educator expenses .....	_____	_____
Spouse educator expenses .....	_____	_____
Tax return preparation fees .....	_____	_____
Safe deposit box rental .....	_____	_____
Gambling losses (to the extent of gambling income) .....	_____	_____
Other expenses (list):		
_____	_____	_____

	<b>Yes</b>	<b>No</b>
1 Did a lender cancel any of your debt in 2011? (Attach any Forms 1099-A or 1099-C) .....	<input type="checkbox"/>	<input type="checkbox"/>
2 Did you make energy efficient improvements to your home or purchase any energy-saving property during 2011? If <b>yes</b> , please attach details .....	<input type="checkbox"/>	<input type="checkbox"/>
3 Did you purchase a motor vehicle or boat during 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>yes</b> , attach documentation showing sales tax paid.		
4 Did you purchase a hybrid or electric vehicle in 2011? If <b>yes</b> , enter year, make, model, and date purchased: _____	<input type="checkbox"/>	<input type="checkbox"/>
5 Did you donate a vehicle in 2011? If <b>yes</b> , attach Form 1098C .....	<input type="checkbox"/>	<input type="checkbox"/>
6 What was the sales tax rate in your locality in 2011? .... % State ID .....		
7 Did your marital status change during 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>yes</b> , explain: _____		
8 Were you or your spouse permanently and totally disabled in 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
9 Do you have dependents who must file? .....	<input type="checkbox"/>	<input type="checkbox"/>
10 Do you have children who are under age 19 or a full time student under age 24 with investment income greater than \$1900? ..	<input type="checkbox"/>	<input type="checkbox"/>
11 Did you provide over half the support for any other person during 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
12 Did you incur adoption expenses during 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
13 Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution? .....	<input type="checkbox"/>	<input type="checkbox"/>
14 Did you receive any disability payments in 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
15 Did you receive tip income <b>not</b> reported to your employer? .....	<input type="checkbox"/>	<input type="checkbox"/>
16a Did you buy, sell, refinance, foreclose or abandon a principal residence or other real property in 2011? If <b>yes</b> , attach closing or escrow statements, 1099-C or 1099-A forms. ....	<input type="checkbox"/>	<input type="checkbox"/>
b If you sold a home, did you claim the First-Time Homebuyer Credit when you purchased it? .....	<input type="checkbox"/>	<input type="checkbox"/>
17 Did you incur any casualty or theft losses during 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
18 Did you incur any non-business bad debts? .....	<input type="checkbox"/>	<input type="checkbox"/>
19 Did you pay any individual for domestic services in 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
20 Did you buy or sell any stocks or bonds in 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
21 Did you use the proceeds from Series EE or I U.S. savings bonds purchased after 1989 to pay for higher education expenses?	<input type="checkbox"/>	<input type="checkbox"/>
22 Did you incur any moving expenses? If <b>yes</b> , attach details .....	<input type="checkbox"/>	<input type="checkbox"/>
23 Did you or your spouse elect continuation of COBRA coverage after your employment was involuntary terminated? .....	<input type="checkbox"/>	<input type="checkbox"/>
24 Did you receive any income not included in this Tax Organizer? .....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>yes</b> , please attach information.		
25 Do you expect your income and deductions in 2012 to be the same as 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>no</b> , attach explanation of changes expected.		
26 If you paid any alimony, enter recipient's SSN: _____ Alimony paid: _____		
27 Enter your state of residence ..... Taxpayer _____ Spouse _____		

**Electronic Filing and Direct Deposit of Refund** **Yes**  **No**

If your tax return is eligible for Electronic Filing, would you like to file electronically?

The Internal Revenue Service is able to deposit many refunds directly into taxpayers' accounts.  
If you receive a refund, would you like direct deposit?

If **yes**, please provide a voided check (not a deposit slip) if your bank account information has changed.

What type of account is this? ..... Checking  Savings

Federal		State			Local		
Date	Amount	Date	Amount	ID	Date	Amount	ID

**Additional Information** (Enter any additional information here and attach any documents.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Business/Investment Questions

ORG4

	Yes	No
1 Did you receive stock from a stock bonus plan with your employer? ..... (Do not include stock sales included on your W-2.)	<input type="checkbox"/>	<input type="checkbox"/>
2 Did you buy or sell any stocks or bonds in 2011? ..... If <b>yes</b> , attach broker's information (such as Form 1099-Bs and broker annual statements) related to the transactions.	<input type="checkbox"/>	<input type="checkbox"/>
3 Did you surrender any U.S. savings bonds during 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
4 Did you use the proceeds from Series EE or I U.S. savings bonds purchased after 1989 to pay for higher education expenses? .....	<input type="checkbox"/>	<input type="checkbox"/>
5 Did you realize a gain or loss on property which was taken from you by destruction, theft, seizure, or condemnation? .....	<input type="checkbox"/>	<input type="checkbox"/>
6 Did you start a business, purchase a rental property or farm, or acquire interests in partnerships or S corporations? .....	<input type="checkbox"/>	<input type="checkbox"/>
7 Do you have any investments for which you were <b>not</b> personally 'at risk' (other than sole proprietorship or farm)? .....	<input type="checkbox"/>	<input type="checkbox"/>
8 Did you own an interest in a Real Estate Mortgage Investment Conduit (REMIC) during 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
9 Did you sell property or equipment on installment in 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
10 Did you have any business related educational expenses? .....	<input type="checkbox"/>	<input type="checkbox"/>
11 Did you do a 'like-kind' exchange of property in 2011? .....	<input type="checkbox"/>	<input type="checkbox"/>
12 Do you have records, as described below, to support expenses? .....	<input type="checkbox"/>	<input type="checkbox"/>
Tax law and IRS regulations allow deductions for travel and entertainment if adequate records can be presented. Information must include: <b>1</b> Amount; <b>2</b> Time and place; <b>3</b> Date; <b>4</b> Business purpose; <b>5</b> Description of gift(s); and <b>6</b> Business relationship of recipient.		
13 Did you purchase special fuels for non-highway use? .....	<input type="checkbox"/>	<input type="checkbox"/>
If <b>yes</b> , please list the type of use and the number of gallons for each fuel.		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
14 Was Form 8903 (Domestic Production Activities Deduction) included in your 2010 federal income tax return? .....	<input type="checkbox"/>	<input type="checkbox"/>

# Noncash Contributions

ORG14A

Name of Donee Organization	Check if Statement Exists for Gifts of \$250 or More	Fair Market Value	Prior Year Fair Market Value
A _____			
B _____			
C _____			
D _____			
E _____			
F _____			
G _____			
H _____			
I _____			

**Note:** Complete sections below **only** if the **total** noncash contributions are **more than \$500**.

Description of Donated Property	Type**	Address of Donee Organization
A _____		
B _____		
C _____		
D _____		
E _____		
F _____		
G _____		
H _____		
I _____		

* Method for Fair Market Value	Date of Contribution	Complete these columns <b>only</b> for each contribution over \$500		
		Date Acquired (month, year)	How Acquired***	Your Cost
A _____				
B _____				
C _____				
D _____				
E _____				
F _____				
G _____				
H _____				
I _____				

**\* Methods of determining FMV:**

- |               |                          |                   |             |
|---------------|--------------------------|-------------------|-------------|
| Appraisal     | Capitalization of income | Present value     | Thrift shop |
| Average share | Comparative sales        | Replacement cost  |             |
| Catalog       | Consignment shop         | Reproduction cost |             |

**\*\* Type of Donated Property**

- |                                 |                                   |  |
|---------------------------------|-----------------------------------|--|
| Household/clothing items        | Business equipment                | Intellectual property                  |
| Motor vehicle, boat or airplane | Business inventory                | Real property, conservation property   |
| Art, other than self-created    | Stock, publicly traded            | Real property, other than conservation |
| Art, self-created               | Stock, other than publicly traded | Other personal property                |
| Collectibles                    | Securities, other than stock      | Other intangible property              |

\*\*\*How Property was Acquired: Purchase, Gift, Inheritance, Exchange

# Moving Expenses

**ORG16**

If you sold your principal residence during 2011, also complete Sale of Your Home (ORG22).

## FIRST MOVE

If you moved your residence because of a change in job location (taxpayer or spouse), please complete the following information.

Check here **only** if **all** of the following apply .....

- You moved in an earlier year
- You are claiming **only** storage fees while you are **away** from the United States
- Any amount your employer paid for the storage fees is included as wages in box 1 of your W-2

Enter the new principal place of work for this move:

New workplace: \_\_\_\_\_

Enter mileage if required to meet **Distance Test**:

Number of miles from your old home to new workplace .....

Number of miles from your old home to old workplace .....

Are you a member of the armed forces? ..... Yes  No

If **Yes**, did you move due to a permanent change of station? ..... Yes  No

If **Yes**, enter the allowances or reimbursements received from the government .....

If **No**, enter the total amount your employer paid for your move. **Do not enter** amounts already reported in Form W-2 Box 12 .....

Description of Expense	Amount
Expenses of transport and storage of household goods and personal effects:	
Transportation expenses .....	
Storage expenses .....	
Expenses of moving from old to new home:	
Travel <b>not</b> including meals .....	
Lodging <b>not</b> including meals .....	

## SECOND MOVE

If you moved your residence because of a change in job location (taxpayer or spouse), please complete the following information.

Check here **only** if **all** of the following apply .....

- You moved in an earlier year
- You are claiming **only** storage fees while you are **away** from the United States
- Any amount your employer paid for the storage fees is included as wages in box 1 of your W-2

Enter the new principal place of work for this move:

New workplace: \_\_\_\_\_

Enter mileage if required to meet **Distance Test**:

Number of miles from your old home to new workplace .....

Number of miles from your old home to old workplace .....

Are you a member of the armed forces? ..... Yes  No

If **Yes**, did you move due to a permanent change of station? ..... Yes  No

If **Yes**, enter the allowances or reimbursements received from the government .....

If **No**, enter the total amount your employer paid for your move. **Do not enter** amounts already reported in Form W-2 Box 12 .....

Description of Expense	Amount
Expenses of transport and storage of household goods and personal effects:	
Transportation expenses .....	
Storage expenses .....	
Expenses of moving from old to new home:	
Travel <b>not</b> including meals .....	
Lodging <b>not</b> including meals .....	

## Employee Business Expenses

**ORG17**

Occupation in which expenses were incurred .....

Check box if spouse's employee expenses. If blank, taxpayer assumed .....

Check box if a fee-basis state or local government official .....

Check box if subject to Department of Transportation (DOT) hours of service limits .....

Treat all MACRS assets for activity as qualified Indian reservation property? .....  Yes  No

Treat all assets acquired after August 27, 2005 as qualified GO Zone property? .....  Regular  Extension  No

Treat all assets acquired after May 4, 2007 as qualified Kansas Disaster Zone property? .....  Yes  No

Was this activity located in a Qualified Disaster Area .....  Yes  No

EXPENSES	2011	2010
<b>1</b> Parking fees, tolls, and local transportation .....		
<b>2</b> Travel expenses while away from home (excluding meals/entertainment expenses) .....		
<b>3</b> Meals and entertainment expenses .....		
<b>4</b> Business gifts .....		
<b>5</b> Education .....		
<b>6</b> Home office expenses <b>(Preparer Use Only – complete ORG17A)</b> .....		
<b>7</b> Trade publications .....		
<b>8</b> Depreciation expense other than vehicle <b>(Preparer Use Only)</b> .....		
<b>9</b> Carryover of Section 179 expense from prior year .....		
<b>10</b> Other: ..... ..... .....		

EMPLOYER REIMBURSEMENTS	2011	2010
Enter amounts not reported in Box 1 on Form W-2 (include amounts reported under code 'L' in Box 12 of Form W-2).		
<b>11</b> Reimbursements for other than meals and entertainment .....		
<b>12</b> Reimbursements for meals and entertainment .....		

QUALIFIED PERFORMING ARTIST	2011	2010
<b>13</b> Did you perform services in the performing arts as an employee for at least two employers during the year, and receive from at least two of those employers wages of \$200 or more per employer? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

IMPAIRMENT-RELATED WORK EXPENSES	2011	2010
<b>14</b> If you are disabled, were any of your expenses for attendant care at your place of employment, or were any of your expenses in connection with your place of employment that enabled you to work? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any property or equipment other than a vehicle was acquired during 2011, please complete ORG51— Additional Assets. For vehicles, see page 2.

If any property or equipment other than a vehicle was disposed of during 2011, please complete the disposition information on ORG50 – Existing Assets. For vehicles, see page 2.

**Employee Business Expenses (continued)**

ORG17

GENERAL VEHICLE INFORMATION	Vehicle 1	Vehicle 2
15 Description of vehicle .....		
16 Date placed in service .....		
17 Enter detail on lines 17a and 17b, or total on line 17c:		
a Ending mileage reading .....		
b Beginning mileage reading .....		
c <b>Total miles</b> for the year (line 17a less line 17b) .....		
18a Business miles from 01/01/2011 thru 06/30/2011 .....		
b Business miles from 07/01/2011 thru 12/31/2011 .....		
19 Total commuting miles .....		
20 Average daily commuting miles .....		
STANDARD MILEAGE RATE	Vehicle 1	Vehicle 2
21 Do you qualify for standard mileage? <b>(Preparer Use Only)</b> .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
22 Is this a leased vehicle? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
ACTUAL EXPENSES	Vehicle 1	Vehicle 2
23 Gasoline, oil, repairs, insurance, etc .....		
24 Vehicle registration fee (excluding property tax) .....		
25 Vehicle lease or rental fee .....		
26 Inclusion amount <b>(Preparer Use Only)</b> .....		
27 Value of employer provided vehicle (only if 100% of annual lease value was included on Form W-2) .....		
28 Depreciation <b>(Preparer Use Only)</b> .....		
VEHICLE DEPRECIATION/DISPOSITIONS	Vehicle 1	Vehicle 2
29 Cost or basis .....		
30 Is this an electric vehicle? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
31 Is this qualified Indian reservation property? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
32 Type of vehicle <b>(Preparer Use Only)</b> .....		
33 Section 179 expense <b>(Preparer Use Only)</b> .....		
34 Qualified Property for Economic Stimulus? <b>(Preparer Use)</b> .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
35 Qualified Property for Qualified Disaster Area? <b>(Preparer Use)</b> .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
36 Qualified Property for Kansas Disaster Zone <b>(Preparer Use)</b> .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
37 Qualified property for GO Zone? <b>(Preparer Use Only)</b> .....	<input type="checkbox"/> Reg <input type="checkbox"/> Ext <input type="checkbox"/> N/A	<input type="checkbox"/> Reg <input type="checkbox"/> Ext <input type="checkbox"/> N/A
38 Percentage for Special Depreciation Allowance? <b>(Preparer Use)</b> .....	<input type="checkbox"/> 100%/50% <input type="checkbox"/> 30% <input type="checkbox"/> N/A	<input type="checkbox"/> 100%/50% <input type="checkbox"/> 30% <input type="checkbox"/> N/A
39 Elect OUT of Special Depreciation Allowance? <b>(Preparer Use)</b> .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
40 Elect 30% in place of 50% Allowance? <b>(Preparer Use)</b> .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
41 Date sold .....		
42 Date acquired, if different from line 16 .....		
43 Sales price .....		
44 Expense of sale .....		
45 Gain/loss basis, if different <b>(Preparer Use Only)</b> .....		
46 AMT gain/loss basis, if different <b>(Preparer Use Only)</b> .....		
VEHICLE QUESTIONS		
47 Was your vehicle available for personal use during off-duty hours? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
48 Is another vehicle available for personal use? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
49 Do you have evidence to support the business use claimed? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
50 If <b>yes</b> , is the evidence written? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Car And Truck Expenses**  
(Employees use ORG17 – Employee Business Expenses)

ORG18

for:

GENERAL INFORMATION-	Vehicle 1	Vehicle 2	Vehicle 3
1 Description of vehicle .....			
2 Date placed in service .....			
3 Enter detail on lines 3a and 3b, or total on line 3c:			
a Ending mileage reading .....			
b Beginning mileage reading .....			
c <b>Total miles</b> for the year (line 3a less line 3b) .....			
4a Business miles 01/01/2011 thru 06/30/2011 .....			
b Business miles 07/01/2011 thru 12/31/2011 .....			
5 Total commuting miles .....			
STANDARD MILEAGE RATE	Vehicle 1	Vehicle 2	Vehicle 3
6 Do you qualify for standard mileage? ( <b>Preparer Use</b> ) .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7 Is this a leased vehicle? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
ACTUAL EXPENSES	Vehicle 1	Vehicle 2	Vehicle 3
8 Gasoline, oil, repairs, insurance, etc .....			
9 Vehicle registration fee (excluding property tax) .....			
10 Vehicle lease or rental fee .....			
11 Inclusion amount ( <b>Preparer Use Only</b> ) .....			
12 Depreciation ( <b>Preparer Use Only</b> ) .....			
13 Parking fees, tolls, and local transportation .....			
14 Portion of vehicle registration fee based on value .....			
15 Interest on vehicle .....			
DEPRECIATION/DISPOSITIONS	Vehicle 1	Vehicle 2	Vehicle 3
16 Cost or basis .....			
17 Is this an electric vehicle? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
18 Is this qualified Indian reservation property? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
19 Type of vehicle ( <b>Preparer Use</b> ) .....			
20 Section 179 expense ( <b>Preparer Use</b> ) .....			
21 Qualified Property for Economic Stimulus? ( <b>Preparer Use</b> ) .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
22 Qualified Property for Qualified Disaster Area? ( <b>Preparer Use</b> ) .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
23 Kansas Disaster Zone? ( <b>Preparer Use</b> ) .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
24 Qualified GO Zone Property ( <b>Preparer Use</b> ) .....	<input type="checkbox"/> Reg <input type="checkbox"/> Ext <input type="checkbox"/> N/A	<input type="checkbox"/> Reg <input type="checkbox"/> Ext <input type="checkbox"/> N/A	<input type="checkbox"/> Reg <input type="checkbox"/> Ext <input type="checkbox"/> N/A
25 Percentage for SDA? ( <b>Preparer Use</b> ) .....	<input type="checkbox"/> 100%/50% <input type="checkbox"/> 30% <input type="checkbox"/> No	<input type="checkbox"/> 100%/50% <input type="checkbox"/> 30% <input type="checkbox"/> No	<input type="checkbox"/> 100%/50% <input type="checkbox"/> 30% <input type="checkbox"/> No
26 Elect OUT of SDA? ( <b>Preparer Use</b> ) .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
27 Elect 30% in place of 50% SDA ( <b>Preparer Use</b> ) .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
28 Date sold .....			
29 Date acquired, if different from line 2 .....			
30 Sales price .....			
31 Expense of sale .....			
32 Gain/loss basis, if different ( <b>Preparer Use</b> ) .....			
33 AMT gain/loss basis, if different ( <b>Preparer Use</b> ) .....			
VEHICLE QUESTIONS	Vehicle 1	Vehicle 2	Vehicle 3
34 Is another vehicle available for personal use? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
35 Was vehicle available during off duty hours? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
36 Was vehicle used primarily by a greater than 5% owner or related person? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
37 Do you have evidence to support the business use claimed? .....			<input type="checkbox"/> Yes <input type="checkbox"/> No
38 If <b>yes</b> , is the evidence written? .....			<input type="checkbox"/> Yes <input type="checkbox"/> No

# Business Income and Expenses

ORG19

## GENERAL INFORMATION

1 Check ownership  Taxpayer  Spouse  Joint

2 Business name \_\_\_\_\_

3a Business street address \_\_\_\_\_

    b 1 City, State and Zip Code, or \_\_\_\_\_

    2 Foreign country \_\_\_\_\_

4 Principal business/profession \_\_\_\_\_

5 Employer ID number \_\_\_\_\_

6 Business code (Preparer Use Only) \_\_\_\_\_

7 Was this business fully disposed of in a fully taxable transaction during 2011? Yes  No

8 Accounting method:  
     Cash       Accrual       Other (specify)  \_\_\_\_\_

9 Method used to value closing inventory:  
     Cost       Lower of       Other (explain)  \_\_\_\_\_  
                     cost or  
                     market

10 Was there a change in determining quantities, costs, or valuations between opening/closing inventory?  
     (If yes, attach explanation) Yes  No

11 Did you materially participate in the operation of this business during 2011? Yes  No

12 Did you start or acquire this business during 2011? Yes  No

13a Did you make any payments in 2011 that require you to file Forms 1099? Yes  No

    b If yes, did you or will you file all the required Forms 1099? Yes  No

14 At-risk determination:

    a Is all of the investment in this activity at risk? Yes  No

    b Is some of the investment in this activity not at risk? Yes  No

15 Did you have unallowed passive losses in 2010? Yes  No

16a Treat all MACRS assets for this activity as qualified Indian reservation property? Yes  No

    b Treat all assets acquired after August 27, 2005 as qualified GO Zone property? Regular  Extension  No

    c Treat all assets acquired after May 4, 2007 as qualified Kansas Disaster Zone property? Yes  No

    d Was this business located in a Qualified Disaster Area? Yes  No

Complete ORG51 for Asset Acquisitions and ORG50 for Dispositions.

INCOME	2011	2010
17 Gross receipts or sales		
18 Returns and allowances plus other adjustments		
19 Other income (include federal/state gas tax credit/refund)		

COST OF GOODS SOLD – IF APPLICABLE	2011	2010
20 Inventory at beginning of year		
21 Purchases		
22 Items withdrawn for personal use		
23 Cost of labor (do not include your salary)		
24 Materials and supplies		
25 Other costs		
26 Inventory at end of year		

## Business Income and Expenses (continued)

**ORG19**

EXPENSES	2011	2010
Business name _____		
<b>27</b> Advertising .....		
<b>28</b> Car and truck expenses (complete ORG18) .....		
<b>29</b> Commissions and fees .....		
<b>30</b> Contract labor .....		
<b>31</b> Depletion .....		
<b>32</b> Depreciation and Section 179 deduction ( <b>Preparer Use Only</b> ) .....		
<b>33</b> Employee benefit programs:		
<b>a</b> Employee health insurance premiums .....		
<b>b</b> Other employee benefit programs .....		
<b>34</b> Insurance (other than health) .....		
<b>35</b> Self-employed health insurance attributable to this business .....		
<b>36</b> Interest:		
<b>a</b> Mortgage paid to banks not reported to you on Form 1098 .....		
<b>b</b> Other .....		
<b>37</b> Legal and professional services .....		
<b>38</b> Office expenses .....		
<b>39</b> Pension and profit-sharing plans .....		
<b>40</b> Rent or lease:		
<b>a</b> Machinery and equipment (enter vehicle lease on ORG18) .....		
<b>b</b> Other business property .....		
<b>41</b> Repairs and maintenance .....		
<b>42</b> Supplies (not included in cost of goods sold) .....		
<b>43</b> Taxes and licenses not reported to you on Form 1098 .....		
<b>44</b> Travel, meals, and entertainment:		
<b>a</b> Travel .....		
<b>b</b> Meals and entertainment subject to 50% limit .....		
<b>c</b> Meals subject to 80% limit .....		
<b>d</b> Meals and entertainment not subject to limit .....		
<b>45</b> Utilities .....		
<b>46</b> Gross wages .....		
<b>47</b> Other expenses:		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
<b>48</b> Expenses for business use of your home ( <b>Preparer Use Only</b> ) .....		
Complete ORG20 for Business Use of Home.		
<b>49</b> Qualified pension plan start-up costs .....		

# Business Use of Home

ORG20

for:  
copy:

GENERAL INFORMATION	2011	2010
1 Area used regularly and exclusively for business, regularly and exclusively for day care, or regularly for inventory storage (square footage) .....		
2 Area used only partly for day care (square footage) .....		
3 Total area of home (square footage) .....		
4 Daycare hours		
a Number of weeks used for daycare, if less than full year .....		
b Number of days used for day care each week .....		
c Number of days closed for holidays, vacations, etc .....		
d Number of hours used for daycare each day .....		
5 Enter the date you began using this home office for this business .....		
6 If part of your income is from a place of business other than this home, enter % of gross income from business use of this home .....		
7 Adjustment to gain from business use of home shown on Schedule D or Form 4797 (Preparer Use Only) .....		
8 Adjustment to losses from this business shown on Schedule D or Form 4797 (Preparer Use Only) .....		

Enter expenses that benefit only your business area in the 'Direct' column and expenses that benefit your entire home in the 'Indirect' column.

EXPENSES	2011		2010	
	Direct	Indirect	Direct	Indirect
9 Casualty losses (Preparer Use Only) .....				
10 Total mortgage interest/points .....				
11 Mortgage interest/points on Form 1098 .....				
12 Interest <b>not</b> on Form 1098 .....				
13 Points <b>not</b> of Form 1098 .....				
14 Real estate taxes .....				
15 Excess mortgage interest (Preparer Use) .....				
16 Qualified mortgage insurance .....				
17 Other insurance .....				
18 Rent .....				
19 Repairs and maintenance .....				
20 Utilities .....				
21 Other expenses (e.g., rent) .....				
22 Carryover of operating expenses .....				
23 Excess casualty losses (Preparer Use Only) .....				
24 Depreciation of your home (Preparer Use Only) .....				
25 Carryover of excess casualty losses and depreciation .....				

## DEPRECIATION

If your home and any additions or improvements to your home are not already listed on ORG50 for this business, please complete the following information.

26	Description	Date Acquired (MM/DD/YY)	Date Placed in Service (MM/DD/YY)	Cost (include land for residence only)
	Residence .....			
	Addition/Improvement .....			
	Addition/Improvement .....			
	Addition/Improvement .....			
	Addition/Improvement .....			
27	Enter the land value included in cost for residence .....			



# Sale of Your Home

ORG22

## GENERAL INFORMATION

Attach copies of your original purchase and the current sale settlement sheets here.

Complete if the sale of your home occurred in the current year (2011).

	Yes	No
1 a Was the sale amount of your residence \$250,000 or less (\$500,000 or less if married filing a joint return)?	<input type="checkbox"/>	<input type="checkbox"/>
b Did you acquire this home in a like-kind (Section 1031) exchange and sell it within 5 years of acquiring it?	<input type="checkbox"/>	<input type="checkbox"/>
c Did you use this home partially or completely in a trade or business or hold it for investment <b>AND</b> dispose of it in a like-kind (Section 1031) exchange?	<input type="checkbox"/>	<input type="checkbox"/>
d Did you claim the First-Time Homebuyer Credit when you purchased this home?	<input type="checkbox"/>	<input type="checkbox"/>
2 a Did <b>you</b> live in your home as a principal residence for a total of at least 2 years during the 5-year period ending on the date of sale?	<input type="checkbox"/>	<input type="checkbox"/>
b If married filing a joint return, did your <b>spouse</b> live in your home as a principal residence for a total of at least 2 years during the 5-year period ending on the date of sale?	<input type="checkbox"/>	<input type="checkbox"/>
3 Did you receive a Form 1099-S?	<input type="checkbox"/>	<input type="checkbox"/>
4 a Have <b>you</b> sold and excluded gain from another principal residence within 2 years before the sale of this home?	<input type="checkbox"/>	<input type="checkbox"/>
b If married filing a joint return, has your <b>spouse</b> sold and excluded gain from another principal residence within 2 years before the sale of this home?	<input type="checkbox"/>	<input type="checkbox"/>
5 Did you sell this home due to a change of health, place of employment or other unforeseen circumstances? (If this is a joint sale, answer both questions the same. Otherwise, answer as applicable.)		
a <b>You</b>	<input type="checkbox"/>	<input type="checkbox"/>
b Your <b>spouse</b>	<input type="checkbox"/>	<input type="checkbox"/>
6 a Did you or your spouse use any part of your residence for business or rental purposes after May 6, 1997?	<input type="checkbox"/>	<input type="checkbox"/>
b Was the home used as investment or rental property after December 31, 2008?	<input type="checkbox"/>	<input type="checkbox"/>
7 a Will you be receiving periodic payments of principal or interest from this sale?	<input type="checkbox"/>	<input type="checkbox"/>
b If <b>Yes</b> , what is the amount of the financial instrument? _____		

8 Address of former home sold \_\_\_\_\_

9 a Date former home was sold \_\_\_\_\_

b Date former home was bought \_\_\_\_\_

10 Sales price of the home sold \_\_\_\_\_

## COST BASIS OF HOME SOLD

Description	Amount
<b>Original cost of home sold:</b>	
11 a Purchase price of home sold	
b Postponed gain on the sale of your previous home (from Form 2119 for the year this home was bought)	
<b>Additions and increases to basis:</b>	
12 a Settlement fees or closing costs when home was purchased. <b>Do not</b> include amounts previously deducted as moving expenses	
b Cost of capital improvements	
c Additions, including costs of materials and labor	
d Other additions and increases to basis	
<b>Decreases to basis:</b>	
13 a Seller-paid points (for old home bought after 1990)	
b Other decreases to basis	

## COMMISSIONS AND OTHER EXPENSES OF SALE

Description	Amount
14 a _____	
b _____	
c _____	
d _____	

# Rent and Royalty Income and Expenses

ORG25

## BASIC PROPERTY INFORMATION

Property description: \_\_\_\_\_  
 Property type: \* \_\_\_\_\_ If type is other, enter a description: \_\_\_\_\_  
 Location (street address): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
 Foreign Country: \_\_\_\_\_

1 Check property owner .....  Taxpayer     Spouse     Joint

- |   | Yes                              | No   |
|---|----------------------------------|--|
| 2a Did you make any payments that would require you to file Form(s) 1099? .....   | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| b If <b>yes</b> , did you or will you file all required Forms(s) 1099? .....  | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 3a Enter the ownership percentage (if not 100%) .....   |                                  |  |
| b If not 100%, are you reporting 100% of the income and expenses? .....   | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 4 Is this a rental property? (If <b>yes</b> , answer questions 5 through 11; if <b>no</b> , skip to question 12.) ..... | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 5 Did you have personal use of this property or rent it for part of the year at less than fair rental value? .....      | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 6 For all rental properties, <b>enter the number of days</b> during 2011 that:  |                                  |  |
| a The property was rented (or available for rent) at fair rental value .....  | _____                            |  |
| b The property was used personally or rented at less than fair rental value .....                                       | _____                            |  |
| c You owned the property, if not the entire year .....  | _____                            |  |
| 7a Does this rental have multiple living units and you live in one of the units? .....                                  | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| b If <b>yes</b> , enter percentage of rental use .....  | _____                            |  |
| 8 Did you actively participate in this property's management during 2011? .....   | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 9 Did you materially participate in this property's management during 2011? .....                                       | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 10 Do you want to treat this property as non-passive? .....   | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 11 Did this property have unallowed passive losses in 2010? .....   | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 12 Did you dispose of this property in a fully taxable transaction? .....   | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 13 Check this box if some of this investment was <b>not</b> at-risk .....   | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| 14a Treat all MACRS assets for this activity as qualified Indian reservation property? .....                            | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| b Treat all assets acquired after August 27, 2005 as qualified GO Zone property? .....                                  | Regular <input type="checkbox"/> | Extension <input type="checkbox"/> No <input type="checkbox"/> |
| c Treat all assets acquired after May 4, 2007 as qualified Kansas Disaster Zone property? .....                         | <input type="checkbox"/>         | <input type="checkbox"/>                                       |
| d Was this activity located in a Qualified Disaster Area? .....   | <input type="checkbox"/>         | <input type="checkbox"/>                                       |

Complete ORG51 for Asset Acquisitions and ORG50 for Dispositions.

INCOME	2011	2010
15 Rents received .....		
16 Royalties received .....		

- \* Property Types:**
- 1 Single family residence
  - 2 Multi-family residence
  - 3 Vacation/short-term rental
  - 4 Commercial
  - 5 Land
  - 6 Royalties
  - 7 Self-rental
  - 8 Other

## Rent and Royalty Income and Expenses (continued)

ORG25

EXPENSES	2011	2010
Property location .....		
<b>17</b> Advertising .....		
<b>18a</b> Automobile (complete ORG18 for autos) .....		
<b>b</b> Travel .....		
<b>19</b> Cleaning and maintenance .....		
<b>20</b> Commissions .....		
<b>21a</b> Mortgage insurance premiums – qualified .....		
<b>b</b> Other insurance .....		
<b>22</b> Legal and professional fees .....		
<b>23</b> Management fees .....		
<b>24a</b> Mortgage interest paid to banks – qualified .....		
<b>b</b> Mortgage interest paid to banks – other .....		
<b>25</b> Other interest .....		
<b>26</b> Repairs .....		
<b>27</b> Supplies .....		
<b>28a</b> Real estate taxes .....		
<b>b</b> Other taxes .....		
<b>29</b> Utilities .....		
<b>30</b> Other expenses:		
<b>a</b> _____ .....		
<b>b</b> _____ .....		
<b>c</b> _____ .....		
<b>d</b> _____ .....		
<b>e</b> _____ .....		
<b>31a</b> Depreciation and Section 179 deduction <b>(Preparer Use Only)</b> .....		
<b>b</b> Depletion <b>(Preparer Use Only)</b> .....		

# Child and Dependent Care Expenses

ORG35

**CHILD AND DEPENDENT CARE EXPENSES**

Enter below the persons or organizations who provided the child and dependent care.

First Name (if person) Last Name (if person) OR Provider Business Name Additional Business Name <hr style="border-top: 1px dashed black;"/> Provider Phone	Provider Address  ----- ----- Care at above address? ..... <input type="checkbox"/>	ID Number <hr style="border-top: 1px dashed black;"/> Check box if provider is a business	Amount Paid
1 ----- -----	----- ----- Care at above address? ..... <input type="checkbox"/>	----- Business ... ► <input type="checkbox"/>	----- -----
2 ----- -----	----- ----- Care at above address? ..... <input type="checkbox"/>	----- Business ... ► <input type="checkbox"/>	----- -----
3 ----- -----	----- ----- Care at above address? ..... <input type="checkbox"/>	----- Business ... ► <input type="checkbox"/>	----- -----
4 ----- -----	----- ----- Care at above address? ..... <input type="checkbox"/>	----- Business ... ► <input type="checkbox"/>	----- -----

EXPENSES	2011	2010
1 Total employment taxes paid on wages for child care expenses .....		
2 Total expenses paid in 2011 but not incurred in 2011 .....		
3 Total expenses incurred in 2011 but not paid in 2011 .....		
4 Medical expenses paid for qualifying persons unable to care for themselves .....		

STUDENT/DISABLED PERSON INFORMATION FOR 2011	Taxpayer	Spouse
5 If taxpayer or spouse was a full-time student or disabled in 2011, answer the following questions:  a Number of months that taxpayer/spouse was a full-time student or disabled .....		
b Did taxpayer or spouse work and earn less than \$250/\$500 during the months entered on line 5a? If No, leave line 5b blank. If Yes, multiply the number of months working and earning less by either \$250/\$500 and enter that amount here .....		

## Education Information

ORG36

Education expenses were paid in 2011 .....

**EDUCATION TUITION AND FEES**

Attach all Form 1098-Ts and a list of your qualified expenses.

EDUCATOR EXPENSES	2011	2010
<b>1 a</b> Taxpayer educator expenses .....		
<b>b</b> Spouse educator expenses .....		

**STUDENT LOAN INTEREST PAID**

**Student Loan Interest Reported on a 1098-E in 2011**

**2a** Enter detail below or total interest in Part 2b

Lender's Name	2011	2010
<b>Total Student Loan Interest</b>	<b>2011</b>	<b>2010</b>
<b>2b</b> Enter the total interest paid on qualified student loans .....		

**FORM 1099-Q**

**3** Enter 1099-Q detail below.

State Code	Name of Payer or Program	Gross Distribution Box 1	Earnings Box 2	* Type Box 5

\* For the Type Code, enter the following:  
 P = Private Qualified Tuition Program  
 S = State Qualified Tuition Program  
 E = Coverdell ESA

# Tax Payments

ORG40

## 2011 ESTIMATED TAX PAYMENTS

	Federal		State			Local		
	Date	Amount	Date	Amount	ID	Date	Amount	ID
1 Qtr 1 due by 04/18/11								
2 Qtr 2 due by 06/15/11								
3 Qtr 3 due by 09/15/11								
4 Qtr 4 due by 01/17/12								
5a Additional payments ..								
b Additional payments ..								
c Additional payments ..								
d Additional payments ..								

## OTHER TAX PAYMENTS

	Federal	State	Local
6 2010 overpayment applied to 2011 .....			
7 Balance due paid with 2010 return .....			
8a 2010 Quarter 4 payments paid in 2011 .....			
b 2010 extension payments paid in 2011 .....			
9 Other taxes paid in 2011 for prior years (include explanation) .....			

## 2012 ESTIMATED TAX WORKSHEET

If you expect any significant change in your income or expenses in 2012, please enter the increase or decrease below.

### Income

<b>10</b> Wages .....	Taxpayer .....	
	Spouse .....	
<b>11</b> Self-Employment Income .....	Taxpayer .....	
	Spouse .....	
<b>12</b> Capital Gains (sale of stock, real estate, etc) .....		
<b>13</b> Other Income:		
Description .....		

### Deductions

<b>14</b> Allowable Itemized Deductions .....	
<b>15</b> Other deductions (such as alimony paid, early withdrawal penalties, etc):	
Description .....	
<b>16</b> Federal Withholding .....	
<b>17</b> Number of personal exemptions expected for 2012 .....	

## ADDITIONAL INFORMATION

<b>18</b> Check to use your 2011 tax amount for your 2012 estimate .....	<input type="checkbox"/>
<b>19</b> If you have an overpayment of 2011 taxes, check the box to indicate how you want your overpayment applied.	
<b>a</b> Apply entire overpayment to next year and refund excess .....	<input type="checkbox"/>
<b>b</b> Apply entire overpayment to first quarter and refund excess .....	<input type="checkbox"/>
<b>20</b> Amount to apply if not entire overpayment .....	
<b>21</b> Number of installments for estimated tax (1 - 4) .....	

# Household Employment Taxes

ORG41

## GENERAL INFORMATION

**Attach copies of your state payroll returns and other payroll forms.**

- 1 Enter your employer identification number ..... \_\_\_\_\_
- Yes No
- 2 Did you pay **any one** household employee cash wages of \$1,700 or more in 2011? .....
- 3 Did you withhold federal income tax during 2011 for any household employee? .....
- 4 Did you pay total cash wages of \$1,000 or more **in any calendar quarter** of 2010 or 2011 to **all** household employees? ....

COMPLETE IF YOU ANSWERED 'YES' TO QUESTION 2 OR 3 ABOVE	2011	2010
5 Enter total cash wages paid during 2011 that were:		
a Subject to social security taxes .....		
b Subject to Medicare taxes .....		
c Subject to FUTA taxes paid before July 1, 2011 .....		
d Subject to FUTA taxes paid after June 30, 2011 .....		
6 Enter federal income tax withheld during 2011 .....		

## COMPLETE IF YOU ANSWERED 'YES' TO QUESTION 4 ABOVE

Federal Unemployment Tax (FUTA) Questions:

Yes No

- 7 Did you pay unemployment contributions to only one state? .....
- 8 Did you pay all state unemployment contributions for 2011 by April 17, 2012? .....
- 9 Were all wages that are taxable for FUTA tax also taxable for your state's unemployment tax? .....
- 10 Enter any unemployment compensation you paid for 2011:

State Name	State Reporting Number	Taxable Wages		Contributions Paid to State Unemployment Fund	
		2011	2010	2011	2010
a _____					
b _____					

11 Complete the following if you know your state experience rate:

- a State experience rate (e.g., enter 5.5 for 5.5%) .....
- b State experience rate period – starting date (e.g., 01/01/11) .....
- c State experience rate period – ending date (e.g., 12/31/11) .....

State A	State B
_____	_____



Foreign Earned Income

ORG52

1 Foreign address (including country) and POD
2 Occupation
3 Employer's name
4a Employer's U.S. Address
b Employer's Foreign Address
5 Employer is (Check any that apply):
a A foreign entity
b A U.S. entity
c Self
d A foreign affiliate of a U.S. company
e Other (specify)
6a Last year 2555 or 2555-EZ filed
b Check if Form 2555 or 2555-EZ not filed after 1981 to claim either of the exclusions
c Either exclusion ever revoked?
d Enter type of exclusion and enter year for which the revocation was effective: Exclusion Year
7 Citizen/national of which country?
8a Maintained a separate foreign residence for family due to adverse conditions?
b If 'Yes,' city and country of the separate foreign residence. Also, enter the number of days during the tax year that a second household maintained at the address.
9 Tax home(s) during tax year and date(s) established.

Taxpayers Qualifying Under Bona Fide Residence Test

10 Date bona fide residence began ... , and ended ...
11 Kind of living quarters in foreign country.
a Purchased house
b Rented house or apartment
c Rented room
d Quarters furnished by employer
12a Did any of your family live with you abroad during any part of the tax year?
b If 'Yes,' who and for what period?
13a Have you submitted a statement to the authorities of the foreign country where you claim bona fide residence that you are not a resident of that country?
b Are you required to pay income tax to the country where you claim bona fide residence?
If you answered 'Yes' to 13a and 'No' to 13b, you do not qualify as a bona fide resident. Do not complete the rest of this part.
14a List any contractual terms or other conditions relating to the length of your employment abroad.
b Enter the type of visa under which you entered the foreign country.
c Did your visa limit the length of your stay or employment in a foreign country?
d Did you maintain a home in the United States while living abroad?
e If 'Yes,' enter address of your home, whether it was rented, and the names of the occupants, and their relationship to you.
15 Qualified housing expenses for the tax year

For use with Form 8801 Information

Prior year Form 2555, line 45 and line 50

16 TP - Foreign Earned Income
TP - Housing
SP - FEI
SP - Housing
a Taxpayer (Form 2555, line 45)
b Taxpayer (Form 2555, line 50)
c Spouse (Form 2555, line 45)
d Spouse (Form 2555, line 50)
16a
b
c
d

Foreign Earned Income

ORG52

1 Foreign address (including country) and POD
2 Occupation
3 Employer's name
4a Employer's U.S. Address
b Employer's Foreign Address
5 Employer is (Check any that apply):
a A foreign entity
b A U.S. entity
c Self
d A foreign affiliate of a U.S. company
e Other (specify)
6a Last year 2555 or 2555-EZ filed
b Check if Form 2555 or 2555-EZ not filed after 1981 to claim either of the exclusions
c Either exclusion ever revoked?
d Enter type of exclusion and enter year for which the revocation was effective: Exclusion Year
7 Citizen/national of which country?
8a Maintained a separate foreign residence for family due to adverse conditions?
b If 'Yes,' city and country of the separate foreign residence. Also, enter the number of days during the tax year that a second household maintained at the address.
9 Tax home(s) during tax year and date(s) established.

Taxpayers Qualifying Under Bona Fide Residence Test

10 Date bona fide residence began, and ended
11 Kind of living quarters in foreign country.
a Purchased house
b Rented house or apartment
c Rented room
d Quarters furnished by employer
12a Did any of your family live with you abroad during any part of the tax year?
b If 'Yes,' who and for what period?
13a Have you submitted a statement to the authorities of the foreign country where you claim bona fide residence that you are not a resident of that country?
b Are you required to pay income tax to the country where you claim bona fide residence?
If you answered 'Yes' to 13a and 'No' to 13b, you do not qualify as a bona fide resident. Do not complete the rest of this part.
14a List any contractual terms or other conditions relating to the length of your employment abroad.
b Enter the type of visa under which you entered the foreign country.
c Did your visa limit the length of your stay or employment in a foreign country?
d Did you maintain a home in the United States while living abroad?
e If 'Yes,' enter address of your home, whether it was rented, and the names of the occupants, and their relationship to you.
15 Qualified housing expenses for the tax year

For use with Form 8801 Information

Prior year Form 2555, line 45 and line 50

16 TP - Foreign Earned Income
TP - Housing
SP - FEI
SP - Housing
a Taxpayer (Form 2555, line 45)
b Taxpayer (Form 2555, line 50)
c Spouse (Form 2555, line 45)
d Spouse (Form 2555, line 50)
16a
b
c
d



**Federal Carryover Data (continued)**

**ORG55**

<b>CREDIT CARRYOVERS</b>	
<b>14</b> General business credit .....	
<b>15a</b> Mortgage interest credit from 2010 (Form 8396, line 17) .....	
<b>b</b> Mortgage interest credit from 2009 (Form 8396, line 14) .....	
<b>c</b> Mortgage interest credit from 2008 (Form 8396, line 16) .....	
<b>d</b> Certificate credit rate (Form 8396, line 2) .....	%
<b>e</b> Address of home claiming mortgage interest credit on Form 8396 if different from your personal address: _____ _____	
<b>16</b> District of Columbia first-time homebuyer credit from 2010 (Form 8859, line 4) .....	
<b>17</b> Minimum tax credit carryforward to 2011 (Form 8801, line 28) .....	
<b>18</b> Residential energy efficient property credit from 2010 (Form 5695, line 28) .....	

<b>OTHER CARRYOVERS</b>	
<b>19</b> Section 179 carryover from 2010 (Form 4562, line 13) .....	
<b>20</b> Excess 2010 foreign housing deduction carryover:	
<b>a</b> Amount from Form 2555, Taxpayer's copy – line 46 .....	
<b>b</b> Amount from Form 2555, Taxpayer's copy – line 48 .....	
<b>c</b> Amount from Form 2555, Spouse's copy – line 46 .....	
<b>d</b> Amount from Form 2555, Spouse's copy – line 48 .....	

<b>CHARITABLE CONTRIBUTION CARRYOVERS</b>				
<b>21</b> Carryover of charitable contributions from:	<b>Cash and Other Property</b>		<b>Capital Gain</b>	
	<b>(a)</b> 50%	<b>(b)</b> 30%	<b>(c)</b> 30%	<b>(d)</b> 20%
<b>a</b> 2010 .....				
<b>b</b> 2009 .....				
<b>c</b> 2008 .....				
<b>d</b> 2007 .....				
<b>e</b> 2006 .....				

# Foreign Tax Credit Carryovers from 2010

ORG56

FIRST FORM 1116				
<input type="checkbox"/> Passive category income <input type="checkbox"/> General category income <input type="checkbox"/> Re-sourced by treaty <input type="checkbox"/> Lump-sum distributions				
Regular Tax	Foreign Taxes	Disallowed	Utilized	Carryover
2001 .....				
2002 .....				
2003 .....				
2004 .....				
2005 .....				
2006 .....				
2007 .....				
2008 .....				
2009 .....				
2010 .....				
Carryover to 2011 .....				
Alternative Minimum Tax	Foreign Taxes	Disallowed	Utilized	Carryover
2001 .....				
2002 .....				
2003 .....				
2004 .....				
2005 .....				
2006 .....				
2007 .....				
2008 .....				
2009 .....				
2010 .....				
Carryover to 2011 .....				
SECOND FORM 1116				
<input type="checkbox"/> Passive category income <input type="checkbox"/> General category income <input type="checkbox"/> Re-sourced by treaty <input type="checkbox"/> Lump-sum distributions				
Regular Tax	Foreign Taxes	Disallowed	Utilized	Carryover
2001 .....				
2002 .....				
2003 .....				
2004 .....				
2005 .....				
2006 .....				
2007 .....				
2008 .....				
2009 .....				
2010 .....				
Carryover to 2011 .....				
Alternative Minimum Tax	Foreign Taxes	Disallowed	Utilized	Carryover
2001 .....				
2002 .....				
2003 .....				
2004 .....				
2005 .....				
2006 .....				
2007 .....				
2008 .....				
2009 .....				
2010 .....				
Carryover to 2011 .....				