Business Management Company, Inc.
295B Bucheimer Rd., Frederick, MD 21701, 301-698-0795, 301-698-0931

# 2011 Information Checklist

This is a list of the most common items we'll need to finish your returns. We'll call you if we need anything else. (You don't need to return this to us; unless you make notes we should be aware of.)

- ❑ Completed Client Questionnaire
- ❑ All return packets or mailing labels sent to you by the various taxing agencies
- ❑ All W-2's
- ❑ All 1099 forms received confirming income from interest, dividends, retirement, social security, disability, unemployment, debt forgiveness, gambling winnings, etc.
- ❑ All income information for children if you want us to prepare their required returns
- ❑ Year-end statement of mortgage interest (Form 1098), escrow activity and balance on mortgage or home equity loans and real estate taxes paid.
- ❑ Total of all receipted charitable contributions, and details for any non-cash contributions over $500
- ❑ Copies of all LLC, Partnership or S-Corporation K-1's (send separately later if everything else is ready, and let us know it's coming).
- ❑ If you bought, sold or refinanced real estate, then a closing statement for each transaction; any paperwork related to a foreclosure or short sale.
- ❑ If you sold any shares of mutual funds and basis information is not provided by the broker, detail all activity in the funds sold from original purchase date through date of sale (year-end summary statements are ideal).
- ❑ If you are claiming auto mileage as a deduction for business, rental properties or unreimbursed employee expenses, we need to know: total miles, commuting miles, and business miles driven for the year.
- ❑ If you lease your car or are deducting actual expenses, please also provide: original value of the car (what you could have bought it for) and date of lease, and all expenses for lease payments, gas, car washes, licenses, insurance, tires, repairs, etc.
- ❑ Copies of any federal, state, or local tax correspondence during the year, including all payments made or refunds received
- ❑ All legal documents for formation, sale or purchase of a business during the year
- ❑ All legal documents for divorce decrees
- ❑ Voided check for account where refunds should be direct deposited (optional)
- ❑ **New clients:** copies of prior federal, state and local returns and depreciation schedules if applicable (at least one year, preferably three)

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# Client Questionnaire for 2011

Please check the appropriate box and include all necessary details.

| | Yes | No |
|---|---|---|
| **Personal Information** | | |
| Did your marital status change during the year? If yes explain: __________ | ☐ | ☐ |
| Did your residence change during the year? | ☐ | ☐ |
| Can you be claimed as a dependent by another taxpayer? | ☐ | ☐ |
| **Dependent Information** | | |
| Were there any changes in dependents from the prior year? If yes, explain: ____________________________________________________________ | ☐ | ☐ |
| Do you have any children (under age 19 or college students under 24) with investment income in excess of $1,800? | ☐ | ☐ |
| Did you pay any student loan interest this year? | ☐ | ☐ |
| Did you, or will you, contribute to a Coverdell Education Savings Account this year? | ☐ | ☐ |
| Did you maintain a home for someone not claimed as a dependent? | ☐ | ☐ |
| Did you pay for childcare (babysitting, daycare)? If yes, please provide childcare provider name, address, social security/EIN and amount paid. | ☐ | ☐ |
| **Purchases, Sales and Debt Information** | | |
| Did you start or dispose of a business during the year? | ☐ | ☐ |
| Did you acquire a new or additional interest in an LLC, partnership, or corporation? | ☐ | ☐ |
| Did you sell, exchange, or purchase any real estate during the year? (send closing statements) | ☐ | ☐ |
| Did you sell any stock during the year? (send original cost, sale price, dates of purchase and sale) | ☐ | ☐ |
| Did you participate in puts, calls, or “short the box” stock transactions? | ☐ | ☐ |
| Did you take out a home equity loan or line of credit this year or refinance any property? (send closing statements) | ☐ | ☐ |
| Did you purchase a plug-in vehicle? If yes, please provide documentation. | ☐ | ☐ |
| **Income Information** | | |
| Did you have any foreign income or pay any foreign taxes? | ☐ | ☐ |
| Did you receive any income from property sold prior to this year? | ☐ | ☐ |
| Did you receive any lump-sum payments from a pension or profit sharing plan? | ☐ | ☐ |
| Did you make any rollovers or withdrawals from a retirement account? | ☐ | ☐ |
| Did you receive any disability or unemployment income? | ☐ | ☐ |
| Did you cash in any U.S. Savings bonds? | ☐ | ☐ |
| Did you receive employer-provided educational assistance? | ☐ | ☐ |
| Did your college student receive educational benefits? | ☐ | ☐ |
| Did you receive a 1099-Q for a distribution from 529 plan? If yes, attach form. | ☐ | ☐ |
| Did you receive a damage award for personal injury, sickness or discrimination? | ☐ | ☐ |
| Did you receive executor fees or jury duty fees? If yes, amount $_________________ | ☐ | ☐ |
| Did you receive or pay alimony (not child support)? If yes, amount $______________ | ☐ | ☐ |
| **Deduction Information** | | |
| Did you incur any unreimbursed casualty or theft loss greater than 10% of your income? | ☐ | ☐ |
| Do you qualify for any Social Security benefits such as retirement, death, disability or Medicare? (send statement) | ☐ | ☐ |
| Do you have a donee acknowledgment to substantiate cash or check charitable contributions of $250 or more and proof of **al**l charitable contributions? | ☐ | ☐ |

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| | Yes | No |
|---|---|---|
| Did you have an unreimbursed employee expenses or an allowances? | ☐ | ☐ |
| Did you use your car on the job, for other than commuting? | ☐ | ☐ |
| Did you work out of town during the year? | ☐ | ☐ |
| Did you have educational expenses for you or your dependent(s)? Provide payment documents. | ☐ | ☐ |
| Did medical expenses exceed 7.5% of your income? | ☐ | ☐ |
| Did you have any moving or job-seeking expenses? | ☐ | ☐ |
| Are you a teacher or school administrator who provided school supplies in your job? | ☐ | ☐ |
| Do you own or invest in a business that would be considered manufacturing or construction? | ☐ | ☐ |
| Do you have a Health Saving Account (HSA) or a Medical Saving Account (MSA)?<br>If yes, provide the deductible $____________ contributions $_____________<br>qualified withdrawals $_________ and if single____ or married_____ coverage | ☐ | ☐ |
| If you worked for yourself, did you pay health insurance premiums for yourself<br>and your family? If yes, amount $_______________ | ☐ | ☐ |

**Credit Information**

| | Yes | No |
|---|---|---|
| Have you started any adoption process? | ☐ | ☐ |
| Did you start a new pension plan this year? | ☐ | ☐ |
| Did you make energy efficient improvements to your home in 2011? | ☐ | ☐ |
| Did you purchase a new home in 2011? | ☐ | ☐ |

**Miscellaneous Information**

| | Yes | No |
|---|---|---|
| Are you military? | ☐ | ☐ |
| Did you make 2011 gifts of more than $13,000 to any individual? | ☐ | ☐ |
| Did you engage in any bartering transactions? | ☐ | ☐ |
| Are you covered by a pension plan? | ☐ | ☐ |
| Did you make any Roth or traditional IRA contributions? | ☐ | ☐ |
| Have you ever made a non-deductible IRA contribution? | ☐ | ☐ |
| Do you have extra cash to contribute more into retirement? | ☐ | ☐ |
| Do you have stock options? | ☐ | ☐ |
| Did you receive correspondence from federal, state, or local tax authorities?<br>If yes, explain: ____________________________________________________ | ☐ | ☐ |
| Do you want to allocate $3 to the Presidential Election Campaign Fund? | ☐ | ☐ |
| Did you pay a household employee? | ☐ | ☐ |
| Would you like to have your refund direct deposited? (send voided check for account info) | ☐ | ☐ |
| Do you expect significant changes in income, expenses or dependents for 2011?<br>If yes, explain _________________________________________________________ | ☐ | ☐ |
| Did you have an interest in or have signature authority over any foreign financial account? | ☐ | ☐ |
| New Clients – Did you take a first time homebuyer credit in 2008 or 2009? | | |

## State Information

| | Yes | No |
|---|---|---|
| Did you contribute to a 529 Plan? If yes, what state plan? _______; amount $ ____________ | ☐ | ☐ |