

# the library

bookkeeping & tax preparation

## Tax Interview Tax Year

TAXPAYER INFORMATION	
Legal Name	
SSN	Date of Birth
Address	
City, State Zip	
Occupation:	Day Phone
Email Address	Eve Phone

Spouse Name	
SSN	Date of Birth
Spouse Address if different	
Occupation	Day Phone
Email Address	Eve Phone

Filing Status on 12/31: Single Married Separated Divorced Widow/ed RDP
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Dependent Name		
SSN	Date of Birth	# Mos. in home
Student over 18?	Has income to declare on your return?	
Dependent Name		
SSN	Date of Birth	# Mos. in home
Student over 18?	Has income to declare on your return?	
Dependent Name		
SSN	Date of Birth	# Mos. in home
Student over 18?	Has income to declare on your return?	

REFUND DIRECT DEPOSIT	Bank Name:
Routing Number	Checking _____
Account Number	Savings _____

ITEMIZED DEDUCTIONS	
Medical/Dental/Vision Expenses	
Medical Insurance Costs	
Miles driven for Medical purposes	
Real Estate/Property Taxes paid	

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Personal Property Taxes (incl. DMV)	
Sales Tax on large items (Car/Boat)	
Mortgage Interest Paid	
Charity (cash or check)	
Charity (non-cash donations)	
Tax Prep Fees	

HOME OFFICE EXPENSES	
must be used exclusively and regularly as principal place of business	
Total Square feet of residence	
Sq ft of Office Space	Storage
Rent	Utilities
Insurance	Dues/HOA
Repairs	Other

EDUCATION EXPENSES	
Tuition and Fees	Books/Supplies
Spouse:	

VEHICLE EXPENSES					
You must have detailed record keeping (i.e. mileage log) to take vehicle expenses					
Make/Model		Date of first use?		Leased?	
Total Miles for year			Business miles		
Make/Model		Date of first use?		Leased?	
Total Miles for year			Business miles		
Repairs	Insurance	Gas	Repairs	Insurance	Gas

CHILD CARE EXPENSES	
Child's Name	Child's Name
Paid to	Paid to
Tax ID#	Tax ID#
Address	Address
Phone #	Phone #

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## Tax Interview

ADDITIONAL INFORMATION		Taxpayer	Spouse
IRA/Roth/SEP Contributions	Plan Type -		
Withdrawals (1099-R)			
Rollovers			
Alimony Received			
Alimony Paid			
Tip income not reported on W-2			
Student Loan Interest Paid			
Unemployment Received			
State Tax Refund received in 2009			
Social Security or RR/Pension			
Adoption Expenses			
Loss from theft - Describe			
Did you move during the year?			
Did you have any sale of stocks/bonds, other investments?			
Unreimbursed Expenses for your W-2 job?			
Other Items or questions?			

ESTIMATED TAX PAYMENTS					
Date Due		Date Paid	Federal	Date Paid	State
04/15/10					
07/15/10					
10/15/10					
01/15/11					