



Jodee Paape & Associates, LLC

Certified Public Accountants

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2011 CLIENT ORGANIZER

This Client Organizer is designed to help you gather tax information needed to prepare your 2011 personal income tax return. Please complete as much of the organizer as you can. A completed organizer reduces preparation time - and your bill! We cannot begin working on your return until we have a signed engagement letter and updated Consent form (colored forms - both enclosed). Be sure to include both signed forms with your organizer. If you are married, both spouses MUST sign both forms.

Enter 2011 information on the Client Organizer sheets provided. It is VERY important that you verify the accuracy of ALL information and make additions or changes as necessary. If the organizer is incomplete, we will call you to make sure we have correct and complete information for your file. This may result in delays and extra costs in processing your return.

The "Questions" segment asks about pertinent tax items necessary for preparing the most accurate tax return possible. Please answer all questions and attach a note containing any additional information not provided in the Client Organizer.

When you have completed the organizer and assembled all your documentation, you have several options for delivering it to us. If you have a scheduled appointment, please bring it all with you at that time. If you do not believe you need an appointment, you can drop off or mail your information to us. If you have online access via our website, you can scan the organizer and your documents and then upload them to your secure portal. If you choose to mail your information to us, please retain copies of everything in the event the package is lost in the mail.

Remember, the earlier we receive your information, the better. Even if you are waiting for one or two items, we'd rather get started on what you do have prepared. **If we receive your information after March 17, there will be an additional charge and your return will most likely be extended.**

Please review all enclosures and complete the organizer to the best of your ability. Sign both the Engagement Letter (yellow paper) and the Consent Form (green paper). Make sure you have answered all of the questions in the Client Questionnaire and enclosed all pertinent documentation from the checklist.

CHECKLIST OF ITEMS TO INCLUDE
(indicate with "X" if included, "NA" if not applicable)

- ___ Signed Engagement Letter (yellow paper)
- ___ Signed Consent Form (green paper)
- ___ Completed "Questions" pages
- ___ Completed "Client Contact Information" page
- ___ Completed Organizer
- ___ A voided check or copy of a check if you want any refunds directly deposited and your information has changed since last year
- ___ Forms W-2 **AND** final paystubs for 2011
- ___ Forms 1099 (examples: INT, DIV, B, G, R, SSA and MISC)
- ___ Year end brokerage account statements showing investment transactions
- ___ Schedule K-1 showing income/loss from partnerships, S Corps, estates & trusts
- ___ Form 1098 showing mortgage interest paid in 2011
- ___ Settlement statement from purchase, sale or refinance of real estate
- ___ Real estate tax statements for all taxes paid in 2011
- ___ Receipts for non-cash charitable contributions greater than \$500
- ___ Acknowledgments for cash contributions in excess of \$250
- ___ Form 1098T from educational institutions **AND** a printout of all charges and payments made to that educational institution
- ___ Statements of student loan interest paid
- ___ Your estimated tax payment record
- ___ Receipts from any residential energy expenditures qualifying for the credit
- ___ Statements from day care providers
- ___ Copy of social security card for any new dependents
- ___ Tax notices sent to you by taxing authorities, if not already provided to us
- ___ A copy of your income tax return from last year, if not prepared by this office
- ___ If you do **NOT** want us to file your return electronically, please include a signed written statement to that effect. **There is an additional charge of \$35 if you want to paper-file your return.**

Questions

Please check the appropriate box and include all necessary details and documentation for "yes" answers.

Personal Information

Yes No

- Did your marital status change during the year?
- Did your address change from last year?**
- Can you be claimed as a dependent by another taxpayer?
- Did you change any bank accounts that have been used to direct deposit funds from the IRS or other taxing authority during the tax year?

Dependent Information

- Were there any changes in dependents from the prior year?
- Do you have any children under age 19 or a full-time student under age 24 with **Unearned (NOT Wages)** income in excess of \$1900? (interest, dividends, capital gains, etc.)
- Do you have dependents who must file a tax return?
- Did you provide over half the support for any other person(s) during the year?
- Did you pay for child care while you worked or looked for work?
- Did you pay any expenses related to the adoption of a child during the year?
- If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities?

Purchases, Sales and Debt Information

- Did you start a new business or purchase rental property during the year?
- Did you acquire a new or additional interest in a partnership or S corporation?
- Did you sell, exchange, or purchase any real estate during the year?
- Did you purchase or sell a principal residence during the year?
- Did you foreclose or abandon a principal residence or real property during the year?
- Did you acquire or dispose of any stock during the year? (NOT including trades in a tax deferred account such as an IRA or 401(K)
- Did you take out a home equity loan this year?
- Did you refinance a principal residence or second home this year?
- Did you sell an existing business, rental, or other property this year?
- Did you incur any non-business bad debts this year?
- Did you have any debts canceled or forgiven this year (including credit cards)?
- Did you purchase a new alternative motor vehicle – either fuel cell or plug-in - this year?
- Did you pay any student loan interest this year?

Income Information

- Did you have any foreign income or pay any foreign taxes during the year?
- Did you receive any income from property sold prior to this year?
- Did you receive any lump-sum payments from a pension, profit sharing or 401(k) plan?
- Did you make any withdrawals from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k) or other qualified retirement plan?
- Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k) or other qualified retirement plan?
- Did you make any withdrawals from an education savings or 529 Plan account?
- Did you receive any distributions from a Health savings account (HSA), Archer MSA or Medicare Advantage MSA this year? (NOT Flex Spending Accounts)
- Did you receive any Social Security benefits during the year?
- Did you receive any unemployment benefits during the year?
- Did you receive any disability income during the year? (even if non-taxable)
- Did you receive tip income not reported to your employer this year?
- Did any of your life insurance policies mature, or did you surrender any policies?
- Did you repay any previously taxed income during the year? (e.g. unemployment)
- Did you receive VA benefits in 2011? If yes, please add to the Other Income page

Yes No

Itemized Deduction Information

- Did you incur a casualty or theft loss during the year?
Do you have evidence to substantiate charitable contributions?
Do you have acknowledgements of charitable contributions over \$250?
Did you make any noncash charitable contributions (clothes, furniture, etc.)?
Did you donate a vehicle or boat during the year?
Did you have an expense account or allowance during the year?
Did you use your car on the job, for other than commuting?
Did you work out of town for part of the year?
Did you have any expenses related to seeking a new job during the year?
Did you make any major purchases during the year (cars, boats, etc.)?
Did you pay state and local real estate property taxes this year?

Miscellaneous Information

- Did you make gifts of more than \$13,000 to any individual?
Did you have any educational expenses during the year?
Did you make any contributions to an education savings or 529 Plan account?
Did you make any contributions to a Health savings account (HSA) or Archer MSA?
Did you pay long-term health care premiums for yourself or your family?
Did you utilize an area of your home regularly & exclusively for business purposes?
Are you an active participant in a pension or retirement plan?
Did you retire or change jobs this year?
Did you incur moving costs because of a job change?
Did you, your spouse, or your dependents attend a post-secondary school during the year?
Did you pay any individual as a household employee during the year?
Did you make energy efficient improvements to your main home this year?
Were you a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account, or other financial account in a foreign country?
Did you receive correspondence from the State or the Internal Revenue Service?
Do you want to designate \$3 to the Presidential Election Campaign Fund?
Taxpayer
Spouse
(If you check yes, it will not change your tax or reduce your refund)

MN Election Campaign Fund & Non Game Wildlife Contribution are on the MN Organizer Page

- Do you expect a considerable change in your 2012 income?
Do you expect a considerable change in your 2012 deductions or withholding?
Do you expect a change in the number of dependents claimed in 2012?

TAX RETURN DELIVERY OPTIONS

Please see the newsletter for a complete explanation

- Please do NOT provide me (us) with a copy of our tax return. I prefer the return and a copy of my tax documents be posted on a secure portal.
I (we) want a paper copy of our tax return.
I (we) would like a paper copy AND would like the return posted on a secure portal.

INCOME TAXES PAID IN 2011

	FEDERAL		STATE	
	Amount	Date Paid	Amount	Date Paid
4th Qtr 2010 Estimate	\$ _____	_____	\$ _____	_____
Paid with 2010 Return	\$ _____	_____	\$ _____	_____
Paid with Extension	\$ _____	_____	\$ _____	_____
Applied from Refund	\$ _____	_____	\$ _____	_____
1st Qtr 2011 Estimate	\$ _____	_____	\$ _____	_____
2nd Qtr 2011 Estimate	\$ _____	_____	\$ _____	_____
3rd Qtr 2011 Estimate	\$ _____	_____	\$ _____	_____
4th Qtr 2011 Estimate (even if paid in 2012)	\$ _____	_____	\$ _____	_____
Other year paid in 2011 _____(year)	\$ _____	_____	\$ _____	_____

INCOME TAX REFUNDS RECEIVED IN 2011

	2010 Income Tax Refunds	Property Tax Refunds
Federal	\$ _____	2010 \$ _____
State: _____	\$ _____	2009 \$ _____

Other Refunds Received in 2011:

From Who: _____ For Year: _____ \$ _____
From Who: _____ For Year: _____ \$ _____

DIRECT DEPOSIT OF TAX REFUNDS - 2012 INSTRUCTIONS

I (we) wish to direct deposit my (our) tax refunds (if any).
Please use the following account:

Institution name: _____ Account type: _____ Checking
Savings

I (we) authorize Jodee Paape & Associates, LLC to initiate direct deposits of my (our) tax refunds.

Taxpayer: _____ Spouse: _____

(please attach a copy of a voided check if a new account – a deposit slip is **NOT** acceptable)



Jodee Paape & Associates, LLC

2011 INCOME TAX DATA ORGANIZER

100 BridgePoint Drive #120
PHONE: 651-455-4621
EMAIL :jodee.paape@jodeepaape.com;

So. St. Paul, MN 55075
FAX: 651-552-9641

lbates@jodeepaape.com; dnelson@jodeepaape.com; rothmeier@jodeepaape.com

PERSONAL DATA

Are you a dependent on someone else's tax return? Yes No

Name _____ Birthdate _____ Check If Blind Social Security Number _____ Occupation _____

Spouse _____ Birthdate _____ Check If Blind Social Security Number _____ Occupation _____

Street _____ City _____ State _____ Zip _____

Tax matters person (indicate which spouse handles tax return related questions) (T=Taxpayer, S=Spouse) _____

Preferred method of contact: PHONE _____ E-MAIL _____

Phone # Taxpayer _____
Daytime _____ Evening _____ Cell (if ok to call) _____

Phone # Spouse _____
Daytime _____ Evening _____ Cell (if ok to call) _____

DEPENDENTS AND OTHER HOUSEHOLD MEMBERS

Name (must match Social Security card) _____

Relationship _____

Social Security # (Required) _____

Birthdate (Required) _____

#Mos. Lived in home in 2011 _____

Mos. Full-time Student (if over 18) _____

Claim as dependent? Yes No Yes No Yes No Yes No

CHILD & DEPENDENT CARE EXPENSES *You must provide this information if you have pre-tax dependent care benefits*

CHILD	PROVIDER NAME	ADDRESS	TAX I.D.# (REQUIRED)	AMOUNT
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

PRESIDENTIAL ELECTION CAMPAIGN

Do you want \$3 to go to this fund?

TAXPAYER Yes No

SPOUSE (if joint return) Yes No

This will not increase your tax or reduce your refund.

MN STATE ELECTIONS CAMPAIGN FUND (Voluntary)

If you want \$5 to go to help candidates for state offices pay for campaign expenses **please indicate the appropriate codes:**
DFL – 11 Independence – 12 Republican – 13 Green – 14
Grassroots – 15 General Campaign Fund – 16 None – 99

Taxpayer _____ Spouse _____

This will not increase your tax or reduce your refund.

MN NON GAME WILDLIFE FUND CONTRIBUTION (Don't forget to ask for a poster!)

This **WILL** reduce your refund or increase the amount you owe. \$ _____

WE MUST VERIFY ALL INCOME Please bring all W-2s, 1099s, K-1s, etc.

W-2 FORMS – Please list employers – Indicate T (Taxpayer) or S (Spouse) – include original W-2s

_____	<input type="checkbox"/> T	<input type="checkbox"/> S	_____	<input type="checkbox"/> T	<input type="checkbox"/> S
_____	<input type="checkbox"/> T	<input type="checkbox"/> S	_____	<input type="checkbox"/> T	<input type="checkbox"/> S

INTEREST INCOME – include original 1099s

<u>List Source</u>	<u>Total</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Municipal Bond Interest

_____	\$ _____
_____	_____
_____	_____
_____	_____

Interest Received from Individuals

Payer Name _____
 Address _____

DIVIDEND INCOME –include original 1099s

<u>List Source</u>	<u>Total</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____

This section for office use only:

CAPITAL GAIN AND LOSS TRANSACTIONS ☆ *Must bring in all 1099 Bs* ☆

Description	Date Acquired	Date Sold	Sales Price	Cost Basis
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

RETIREMENT INCOME – include original 1099Rs

<u>List Source</u>	<u>Total</u>
Social Security-Taxpayer	\$ _____
Social Security-Spouse	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OTHER INCOME RECEIVED

(*Non-taxable but amounts are needed for some calculations)

	<u>Other (list)</u>	<u>Total</u>
Gambling	\$ _____	_____
Unemployment	_____	_____
Worker's Comp*	_____	_____
Vet's Benefits*	_____	_____
Welfare*	_____	_____
Alimony	_____	_____
Jury Duty	_____	_____
Tips not in W-2	_____	_____

ITEMIZED DEDUCTIONS – All MN Residents: Be sure to complete Charitable Contributions, Long Term Insurance Premiums and Property Taxes even if you aren't itemizing on Federal.

Medical/Dental Expenses You Paid*
(Net out of pocket)

Amounts

Doctor/Dentist/Hospital \$ _____
 Long Term Care (Nursing Home) \$ _____
 Insurance Premiums
 Company Name _____
 Policy # _____
 Insurance Premiums **Company:** _____
 (Do **not** include pre-tax premiums) \$ _____
 Medicare Premiums _____
 Prescriptions & Insulin _____
 Nursing Home Fees _____
 Cost of Parking for medical purposes _____
 # of miles driven _____ for medical purposes
 Other (list) _____

*Total must be larger than 7 1/2 % of your adjusted gross income
Do not include amounts reimbursed by insurance or from a pretax account.

Taxes Paid in 2011

Amounts

Please include your actual property tax statements

Real Estate taxes – home \$ _____
 Real Estate taxes – other _____
 Sales taxes on major purchases
 (cars, boats, airplanes & home building materials) _____
 Auto License Fees: _____
Enter Plate # _____
or _____
Drivers License # _____

☆ If you refinanced, bring settlement statement & indicate ☆
 length of new mortgage _____ Years

Home Mortgage Interest Paid

Amounts

Paid to Financial Institutions: (Must have Form 1098)

Paid to Individuals:

\$ _____

Their Name _____
 Address _____
 Their Social Security # _____

CHARITABLE CONTRIBUTIONS

(All MN residents please complete this section)

Cash or Check:

Amounts

(Over \$250 please include receipt)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Non-Cash (If total is over \$500, include detailed receipts):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

of miles driven for charitable purposes _____

Other Deductions *

Amounts

Union Dues _____
 Tax Preparation _____
 Safe Deposit Box _____
 Other Investment expense _____
 Employee Business Expense _____
 (List details on separate form)

* Must be larger than 2% of your adjusted gross income

Gambling Losses

Allowed to the extent
 of winnings \$ _____

Casualty Loss*

List details on separate page \$ _____

*Must be larger than 10% of your adjusted gross income

ADJUSTMENTS TO INCOME

Penalty on early withdrawal of savings \$ _____

Alimony paid \$ _____ To: Name _____ Social Security # _____

Are you a K-12 Teacher?

If so, list eligible educator expenses you have documentation for \$ _____ (maximum \$250)

STUDENT LOAN INTEREST PAID (Please include statement from loan servicer)

Lender _____ Borrower _____ Interest Paid \$ _____

Lender _____ Borrower _____ Interest Paid \$ _____

Lender _____ Borrower _____ Interest Paid \$ _____

RETIREMENT PLAN CONTRIBUTIONS (not including amounts deducted from your paycheck)

IRA Contributions for Plan Year 2011

	Taxpayer	Spouse
Amount	\$ _____	\$ _____

Contribution made in 2011 or 2012?	_____	_____
------------------------------------	-------	-------

Roth or Traditional?	_____	_____
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Should we calculate your options & call to discuss?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Other Adjustments to Income - Please mark any that apply to you & explain: Did you receive combat pay in 2011? _____ Health Savings Account or Medical Savings Account
(NOT a Flex Spending Account through your employer's cafeteria plan) _____ Moving expenses (*must be associated with a job change*) _____ Self-employed retirement plan _____ Adoption credit _____ Do you have a household employee? _____ Did you have qualified residential energy expenditures?
(See enclosed newsletter for specific information.) _____ Do you have a foreign bank account? _____ Did you receive tip income in 2011? _____**Notes and Comments**

EDUCATION EXPENSES (Must separate by student) Post Secondary Only Federal Credit/Deduction

Please include your 1098T's AND fee statement from the school

	<u>Student #1</u>	<u>Student #2</u>	<u>Student #3</u>
Student Name	_____	_____	_____
School Attended	_____	_____	_____

List tuition and required fees, even if a loan was used to pay them

	<u>Amounts</u>	<u>Amounts</u>	<u>Amounts</u>
Tuition	_____	_____	_____
Required Fees	_____	_____	_____
Books, supplies & equipment:			
Purchased from school	_____	_____	_____
NOT purchased from school	_____	_____	_____
Attend Full Time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
In a degree program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed 2 years post-secondary?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed 4 years post-secondary?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Felony drug conviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the education required by employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scholarships Received	\$ _____	\$ _____	\$ _____

EDUCATION EXPENSES (Must separate by student) K-12 Only (Minnesota residents only)

	<u>Student #1</u>	<u>Student #2</u>	<u>Student #3</u>
Student Name	_____	_____	_____
School Attended	_____	_____	_____
Grade in School (2010/11) (Required)	_____	_____	_____

Please see the fact sheet from the Minnesota Department of Revenue on our website for guidance.

	<u>Amounts</u>	<u>Amounts</u>	<u>Amounts</u>
Tuition	_____	_____	_____
Required Supplies	_____	_____	_____
Tutoring (type) _____	_____	_____	_____
Enrichment:			
Dance & Music (lessons only)	_____	_____	_____
Other (not sports) _____	_____	_____	_____
_____	_____	_____	_____
Computer Expenses:			
Hardware	_____	_____	_____
Educational Software	_____	_____	_____