



Dear Client,

Our firm looks forward to helping you with your 2009 income taxes! You should have most of your tax documents by now. Frequently, investment statements (Form 1099-B and K-1s) are delayed until the end of February or later and the investment companies issue corrections. Make sure that you send me any corrected tax documents once you receive them.

Please review the enclosed 2009 Income Tax Organizer and use to organize your documents. Update any personal and dependent information if applicable.

Please make sure you confirm your bank routing and account numbers under section entitled **Electronic Filing and Banking Information**. Due to IRS regulations, our firm must e-file your income tax returns. You can mail a check for tax payments or receive a check for tax refunds but your income tax returns must be e-filed. We will confirm refund or payment before tax returns are e-filed.

You have four options to deliver your tax documents to our office:

1. **Mail** all original documents to our office
2. **Call** our office to schedule a personal meeting
3. **Drop off** your documents at our office without a personal meeting
4. **Scan** all of your documents and send via e-mail

Our office will return a copy of your tax returns and all original documents.

Fanwood, NJ Office

Schembre & Gannon, LLC
282 S. Ave, 1st Floor
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(908) 889-9500 (Ph.)
(908) 889-9501 (Fax)
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Basking Ridge, NJ Office

Schembre & Gannon, LLC
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John@sg-cpas.com

Thank you for your business!

Schembre & Gannon, LLC

2009 INCOME TAX QUESTIONNAIRE

PERSONAL INFORMATION

Name		Spouse's Name	
Social Security #		Social Security #	
Date of Birth		Date of Birth	
Home Address			
Occupation		Occupation	
Home Phone #		Home Phone #	
Work Phone #		Work Phone #	
Email		Email	

➤ Did you move during 2009? If yes, please provide former address, date of move.

Electronic Filing and Banking Information

Please provide your banking information for direct deposit of your refund or electronic payment of your tax balance due (*you can mail a check or receive a check if desired but your income tax returns must be e-filed*). We will confirm refund or payment before tax returns are e-filed.

Banking Information for Refund Direct Deposit or Electronic Payment

Bank Routing #	(9 digits bottom left of check)	Bank Account #	
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You can also provide a voided check in lieu of completing above.

CHILDREN AND OTHER DEPENDENTS				
Name	Son/Daughter	Social Sec. No.	Date of Birth	College Student? Yes/No
1.				
2.				
3.				
4.				
5.				
6.				

CHILD CARE EXPENSES			
Name of Person or Organization that provided the care	Address (number, street, city, state & zip)	Identification Number Social Sec. No. or Employer I.D.	Amount Paid

ESTIMATED TAX PAYMENTS (checks mailed to IRS or State - not withholdings from W-2)			
	Due Date	Federal \$	State \$
First Quarter	04/15/09		
Second Quarter	06/15/09		
Third Quarter	09/15/09		
Fourth Quarter	01/15/10		

Note: Estimated tax payments are payments that you made to the IRS or state via check or electronic payment. Estimated tax payments are not tax payments made through payroll withholdings that appear on your Form W-2.

INCOME TAX DOCUMENTS REQUIRED

TAXABLE INCOME CHECKLIST		
#	DOCUMENT	√
1	Copies of 2008 Federal and State tax returns	
2	W-2s from all employers NOTE: If you have Incentive Stock Options, Non-Qualified Stock Options, or Restricted Stock Units, please advise, especially if you exercised any in 2009	
3	Interest Income (1099-INT from Bank or Brokerage 1099 Tax Statement) for yourself and accounts for children. Include any foreign bank accounts.	
4	Dividends (1099-DIV or Brokerage 1099 Statement) for yourself and any accounts for children.	
5	Prior year state tax refunds (1099-G)	
6	Alimony Received (not including child support)	
7	Capital Gains and Losses on securities and mutual funds (Brokerage 1099 Tax Statement) For securities you sold, you must provide the date the security was purchased and the cost basis. Please review your Brokerage 1099 Statement for such detail, and if it is not disclosed, please retrieve the information and provide.	
8	If you sold a personal residence during 2009, please provide a copy of Form 1099-S (from attorney) and a copy of the Uniform Closing Statement "HUD."	
9	Distributions from IRA, Pensions or Annuities including Roth IRA Conversions (1099-R from Financial Institution)	
10	Unemployment Compensation (Statement from the State)	
11	Social Security Benefits (Statement from SSA)	
12	Business Income and Expenses (Schedule C for Self-Employed, call me to discuss)	
14	Form K-1 from Partnership, S-Corp, LLC Income	
15	Form K-1 from estates and trusts	
16	Rental Real Estate income and deductions (call to discuss)	

ITEMIZED DEDUCTIONS CHECKLIST		
#	DOCUMENT	√
1	<p>Medical Expenses (only if significant since you can only deduct if more than 7.5% of your Adjusted Gross Income). Long-term care premiums & assisted living expenses are considered medical expenses.</p> <p>If you participated in a medical savings account, please attach Form 1099-SA (distributions from an HSA)</p>	
2	<p>Real Estate Taxes for primary and second home if applicable. If you pay your real estate taxes via your monthly mortgage payment, the real estate taxes paid for 2009 will appear on your Mortgage Tax Statement (Form 1098). If you don't pay your real estate taxes via your monthly mortgage, please provide your 2009 real estate taxes paid or "Notice of Property Tax Assessment for 2009" postcard you received from your township (the postcard includes the taxes paid for 2009)</p> <p>If you own an apartment in New York City and pay a monthly maintenance fee, a portion of the fee is for real estate taxes and often mortgage interest. Please provide the letter from the co-op board you received and the # of shares you own.</p>	
3	<p>CT residents, provide copies of annual Motor Vehicle Tax Bills</p>	
4	<p>Sales Tax (If you made any major purchases and paid significant sales tax, please advise; you can deduct the higher of state income tax or sales tax paid during 2009, <u>in most cases the income tax paid will be higher and I don't need sales tax information</u>).</p>	
5	<p>Home Mortgage Interest on primary and second home if applicable (Mortgage Statement from Bank, Form 1098)</p> <p>If you own an apartment in New York City and pay a monthly maintenance fee, a portion of the fee is typically for mortgage interest. Please provide the letter from the co-op board you received and the # of shares you own.</p>	
6	<p>Investment Margin Interest (Brokerage 1099 Statement)</p>	
7	<p>Charity (Complete page 6 – 2009 Charitable Contributions)</p>	
8	<p>Unreimbursed Employee Expenses (must be work related and not reimbursed) including: Auto expenses, meals & entertainment, gifts, cell phone, periodicals, subscriptions, internet, home office, office supplies, etc.) NOTE: Expenses must be more than 2% of your Adjusted Gross Income to be deductible and only the amount greater than 2% is deductible.</p>	
9	<p>Other Deductions include investment management fees, attorney fees to protect taxable income (i.e., estate planning fees), safe deposit box. (call me to discuss).</p>	

ADJUSTMENTS TO INCOME CHECKLIST		
#	DOCUMENT	√
1	Educator Expenses (teacher expenses)	
2	IRA Deduction, Form 5498, Individual Retirement Arrangement Information	
3	Student Loan Interest	
4	College and Post-High School tuition deduction, provide name of student, name of school and tuition paid – provide a copy of Form 1098-T Tuition Statement from the school.	
5	Moving expenses. Provide all expenses associated with the move, call me to discuss.	
6	Self-employed health insurance premiums	
7	Self-employed SEP IRA or SIMPLE IRA contributions	
8	Alimony Paid	

Other 2009 Income Tax Information

IRA Contributions (Not 401-K through employer)

Current Year Contributions	Regular IRA	Roth IRA	Keogh or SEP IRA
You			
Your spouse			

- If you have an IRA, you should receive Form 5498, Individual Retirement Arrangement Information, from the investment company where the IRA is maintained. Please provide a copy of this Form.
- If you have any questions regarding regular or Roth IRAs, please inquire.

2009 Charitable Contributions

	2009 Cash/Check	2009 Clothing & Property Donated
2009 Charitable Contributions	\$ _____	\$ _____ <i>(Approx. thrift shop value, if more than \$500, provide receipts from charity)</i>

Note: If you donated a car during 2009, please provide Form 1098C obtained from charity.

2009 Education Expenses

	Provide details of expense, for whom, for what, amount paid etc.
2009 Education Expenses College Expenses	

Provide a copy of Form 1098-T Tuition Statement from the college/university.

New Jersey Residents	Answer
If you normally work in the state of New York, how many days did you or spouse work outside of New York during 2009? (do not include days worked at home).	
If you work in the State of New York, did you contribute to the New York 529 College Plan? (if yes, can deduct up to \$10,000 from NY taxable income)	

New York Residents	Answer
Did you contribute to the New York 529 College Plan (if yes, indicate how much was contributed – you can deduct up to \$10,000 from NYS taxable income)	

Connecticut Residents	✓
Please provide copy of Motor Vehicle Tax Bill(s) If you normally work in the state of New York, how many days did you or spouse work outside of New York during 2009? (do not include days worked at home).	

Energy Tax Credits

If you added any energy efficient property to your home in 2009 you may qualify for tax credits. This refers to solar energy, solar water heating, fuel cell, small wind energy or geothermal heat pump.

ENERGY TAX CREDITS	✓
<p>Please provide cost of any energy tax credit eligible improvements described below.</p> <p>Energy tax credits are available for the following home improvements:</p> <p>Cost and labor for new high-efficiency heating and air conditioning systems, water heaters.</p> <p>Cost (but not labor) for new energy efficient windows, sky-lights, doors and insulation.</p> <p>Alternative energy equipment such as solar electric and hot water heaters.</p>	

Hybrid Vehicles Purchased in 2009

Hybrid Vehicle	Information
Make	
Model	
Year	
Date Purchased	