Client Name(s): ____

2011 TAX QUESTIONNAIRE;

COMPLETE TO THE BEST OF YOUR ABILITY

In order that we may accurately report all necessary tax events for this tax year, please complete the following questionnaire. If answers to specific questions are left blank, we will assume a "No" answer. Please return ALL pages of this questionnaire.

YOUR SIGNATURE(S) IS (ARE) REQUIRED ON THE LAST PAGE

RETURN WITH YOUR OTHER TAX MATERIALS

MANDATORY FOR THE COMPLETION OF YOUR 2011 TAX RETURN

Please provide the following tax support documents when delivering your tax information to us for the preparation of your 2011 Individual Income Tax returns. Please indicate with an "X" below which forms have been provided:

W-2	____	**1099R**	____	**1099B Brokerage Statements**	____
1099 INT	____	**1099G**	____	**1099 MISC**	____
1099 DIV	____	**1099SSA**	____	**1098 Mortgage Interest**	____
1099 T (Tuition)	____	**1099LTC**	____	**1099C (Debt Cancelation)**	____
1099 Q (529 w/d)	____	**1099A**	____	**1099S (Sale of RE)**	____
1041 K-1	____	**1065 K-1**	____	**1099K (Merchant and 3rd Party Pay)**	____
1099 SA (HSA)	____			**1120S K-1**	____
1099 HC (Massachusetts Health Care Form provided by Insurance Carrier) - Required					____

Also, please provide any additional tax documentation so that we may accurately include all taxable events you may have incurred throughout the year. If you are uncertain, provide the information and we will determine the tax impact.

NOTE: Please be advised that, if requested by the Internal Revenue Service or any other federal, state or local taxing authority, that you are required to have proof to substantiate all information presented.

ELECTRONIC FILING AND PAYMENT

We will prepare your tax returns for Electronic Filing, unless advised otherwise, or certain schedules preclude us from doing so.

	YES	NO
If you have a tax refund, would you like it to be Direct Deposited into your bank account ? If so, please attach a **VOIDED CHECK** to the Questionnaire unless that information is unchanged from the prior year.	____	____
If you have a tax balance due, would you like it to be automatically withdrawn from your bank account? If so, please attach a **VOIDED CHECK** to the Questionnaire unless we have that information previously.	____	____

If information is already provided there is no need to duplicate.

	YES	NO
PERSONAL INFORMATION		
Did your marital status change during the year?	____	____
If married, do you and your spouse want to file separate returns?	____	____
Can you or your spouse be claimed as a dependent by another taxpayer?	____	____
Did your address change since our last filing?	____	____

If so, please provide new address, phone, cell phone and e-mail:__________________

____

____

Did you pay or receive alimony during 2011?	____	____
If yes, did you reside with your former spouse at any time during the year?	____	____

DEPENDENTS

Were there any changes in dependents from the prior year?	____	____

If adding a dependent, please provide Name, Social Security Number, and Date of Birth:

____

If losing a dependent, please identify ____

Did you pay for childcare while you worked or looked for work?	____	____

**If so, please provide the Provider's name, address, SSN/EIN and 2011 amounts paid for each child. ____

____

Do you have any children with wages, interest or dividend income over $950 or who sold any stock in 2011? If yes, please contact our office.	____	____
Did you adopt a child or begin adoption proceedings during 2011? If yes, please provide expenses incurred in 2011.	____	____

SCHEDULE A - ITEMIZED DEDUCTIONS INFORMATION

Please provide all 1098 Mortgage Interest statements and the total Real Estate payments made during 2011.

Are you claiming a deduction for mortgage interest paid to a financial institution for which someone else received the Form 1098? If so, please specify. ______________	____	____

____

Did you pay any mortgage interest to someone other than a financial institution? If so, please provide name, address, social security number and amount paid in 2011.	____	____
Did you pay any points to refinance your mortgage? If so, please provide information including the HUD Settlement Statement.	____	____

 If information is already provided there is no need to duplicate.

	YES	NO
Charitable Contributions:		

Cash, Checks and Credit Cards: Total $ ________________

* **Please supply a list summarizing all charitable contributions** showing the name of each charity and the amount contributed. At the time of filing, IRS requirements are as follows:

* For contribution of $250 or less - proof of payment: cancelled check, credit card receipt, or in the case of cash contributions, a receipt from the charity;

* For all contribution of $250 or more, you must have either a cancelled check or credit card receipt **AND** a letter acknowledging the contribution and if any adjustment for goods and services received. **For these contributions, please list the net contribution or provide a copy of the letter from the charity.**

Clothing and Household Goods: Total $ ________________

* Per IRS instruction, these contributions must be in GOOD OR BETTER CONDITION. Only list the amount that you can substantiate. Please provide receipts which clearly indicates the following:
  - name and address of the charity:
  - the fair market value of the donated item:
  - your cost and how acquired (purchase, inheritance, etc.):
  - and the method used to calculate the fair market value.

For guidance on fair market value, we suggest viewing the list of suggested values per websites such as: www.salvationarmyusa.org (look under: ways to give/valuation guide); or www.goodwill.org (look under: get involved/donate).

Other Contributions - please describe and attach support or contact our office for guidance.

* **For items over $5,000**, other than securities, a signed appraisal is required. Please contact our office.

____

	YES	NO
Did you make any large purchase, such as a motor vehicle or boat in 2011? If so, the sales tax MAY be deductible. Please contact our office.	____	____
Did you incur any casualty or theft losses during the year, including losses from "Ponzi Schemes" or are in a Federally Declared Disaster area? If so, provide details.	____	____
Did you pay union or professional dues, incur uniform, un-reimbursed auto or certain investment expenses or have gambling loses (to the extent of winnings). If so, please provide details:____	____	____

____

If information is already provided there is no need to duplicate.

	YES	NO
SCHEDULE B - INTEREST AND DIVIDEND INCOME		
Did you receive any interest or dividend income? If so, please provide Form 1099-INT, 1099-DIV or any other information showing the amount of income you received.	____	____
Did you have any Tax-Exempt income? If so, please provide statements.	____	____

SCHEDULE C - BUSINESS INCOME AND EXPENSES

Did you start or dispose of a business during the past year? If so, please discuss the matter with us. ____ ____

If you are a Schedule C filer, please provide the amount you paid in health insurance and long term care premiums for yourself and your dependents. $___________

If you or your spouse are self-employed, are you or your spouse eligible to be covered under and employer's health plan at another job? If yes, how many months were you covered? Months:_____________ ____ ____

Business vehicle expenses must be substantiated with mileage logs and trip sheets for each trip. You are required to maintain these records and provide in the event of an audit. Please provide us with summary information. (Note that commuting miles between your home and a fixed work location is not considered deductible business miles). Please provide:

Business Miles	1/1/11-6/30/11	($.51/mile)	______________________
Business Miles	7/1/11-12/31/11	($.55.5/mile)	______________________
Total Miles Driven	1/1/11-12/31/11		______________________
Automobile: Date of Purchase, make, model and year			______________________

During the past tax year, did you make payments to others of $600 or more for services that would require you to issue Forms 1099 ? ____ ____

If "yes" have you filed the required Forms 1099 and 1096 ? ____ ____
If "Yes" please provide copies. If required to file these forms and have not done so, please contact our office.

Please provide us with a list of your related business income and expenses, any newly acquired business assets, business-related car expenses and business use of home expenses; the client organizer can be used.

If information is already provided there is no need to duplicate.

	YES	NO
SCHEDULE D - CAPITAL TRANSACTIONS - PURCHASES, SALES AND DEBTS		
Did you sell any securities, bonds or other investment property? If so, please attach a statement of cost basis, dates of purchase, share acquired, shares sold, date of sale and sale price.	____	____
If you sold at a loss, did you buy the identical security sold within 30 days BEFORE OR AFTER the sale? If yes, please provide information.		
Did you have any debts canceled, forgiven or refinanced during 2011?	____	____
Did you purchase or sell a rental property or farm, or acquire or sell any interest in any partnership or S corporation during 2011? Please provide us with the K-1's as soon as they are available.	____	____
Did you receive grants or stock options from your employer, exercise any stock options granted to you or dispose of any stock acquired under a qualified employee stock purchase plan? If so, please provide support statements/schedules from your employer.	____	____
Did you engage in any put or call transactions? If yes, please provide details.	____	____
HOME/REAL ESTATE TRANSACTIONS		
Have you refinanced your mortgage or taken out a home equity loan this year? If yes, explain and provide HUD statement, if applicable.	____	____
Did you use any of the proceeds for anything other than improving your principal residence? If yes, please explain.	____	____
Did you sell, exchange or purchase any real estate in 2011? If so, please attach the HUD and/or closing statements and Form 1099-S, if provided.	____	____
Did you sell your Primary Residence in 2011? If no, go onto the next section.	____	____
If yes, did you own and occupy the home as your principal residence for at least two years out of the five-year period prior to the sale?	____	____
Did you ever rent out the property?	____	____
Did you ever use any portion of the home for business purposes?	____	____
Have you or your spouse sold a principal residence within the last two years?	____	____

At the time of sale, the residence was owned by the:

Taxpayer ____ Spouse ____ Both ____

 If information is already provided there is no need to duplicate.

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	YES	NO
FOR MASSACHUSETTS REISDENTS		
Did you pay rent for your primary residence? If yes, please provide lessor's name, address and amount paid. ______________________________ ______________________________	____	____
If age 65 or older, for principal residence, please include real estate taxes paid, water and sewage charges paid in 2011, as well as the assessed value as of January 1, 2011.______________________________ ______________________________		
IRA/PENSION DISTRIBUTIONS		
Did you withdraw any amounts from your Individual Retirement Account (IRA), Roth IRA, or pension plan? Indicate amount and provide all 1099Rs. Total withdrawal/distribution $__________________________	____	____
If so, was it to acquire a principal residence or pay for qualified higher education expenses?	____	____
Did you make a contribution to a retirement plan, 401(k), SIMPLE, SEP or IRA that is not reported on your W-2 or K-1: If so, indicate amount and type of plan.	____	____
Taxpayer Total Contribution _____________		
Spouse Total Contribution _____________		
Did you retire or change jobs in 2011?	____	____
Did you receive retirement or severance compensation?	____	____
Did you or your spouse turn age 70 1/2 during the year and have money in an IRA or other retirement account without taking distribution?	____	____
If you are older than 70 1/2, have you taken your Required Minimum Distribution?	____	____
GIFTS		
Did you or your spouse make any gifts, including birthday, holiday, anniversary, graduation, etc. with a total aggregate value in excess of $13,000 to any individual during the year?	____	____
Did you assist in the purchase of any asset (auto, home, etc.) for any individual during the year?	____	____
Did you or your spouse make any gifts to a trust for any amount during the year?	____	____
Do you or your spouse have a life insurance trust?	____	____
Did you forgive any indebtedness to any individual, trust or entity during the year? If yes, please explain.	____	____

If information is already provided there is no need to duplicate.

	YES	NO
MISCELLANEOUS		
Did you or your spouse contribute to a Roth IRA or convert an existing IRA into a Roth IRA?	____	____
Did you pay any student loan interest? IF so, please provide Form 1098-E.	____	____
Did you or your dependents incur any post-secondary education expense, such as tuition?	____	____

Taxpayer's Name ______________________ Tuition Amount _____________________
Spouse's Name ________________________ Tuition Amount _____________________
Dependent's Name ____________________ Tuition Amount _____________________
Dependent's Name ____________________ Tuition Amount _____________________

	YES	NO
Did you withdraw amounts from a Coverdell Education Savings Account or Qualified Education Program (529 Plan)? If yes, include Form 1099-Q.	____	____
Did you move to a different home because of a change in the location of your job?	____	____
Did you have any Household Employees, whom you paid in excess of $1,000 in any quarter, or $1,700 for the entire year?	____	____
If yes, did you file Employment Tax Returns?	____	____
Did you receive unreported tip income of $20 or more in any month in 2011?	____	____
Did you or your spouse receive distributions from long-term care insurance contracts? If yes, include Form 1099-LTC.	____	____
Did you have any work outside the U. S. or pay any foreign taxes?	____	____
Did you create or transfer money or property to a foreign trust?	____	____
Did you purchase a new "hybrid" or alternate technology vehicle in 2011? If so, please provide a copy of the purchase agreement or purchase price, date of purchase, year, model and make.	____	____
Have you received a punitive damage award or an award from damages other than for physical illness or injury?	____	____
Were you notified by the IRS or other taxing authority of any changes in prior years returns? If yes, please provide a copy of correspondences.	____	____
Did you install any energy efficiency improvements or energy property in you residence such as exterior doors or windows, insulation, heat pumps, furnaces, central air conditioners or water heaters?	____	____

 If information is already provided there is no need to duplicate.

	YES	NO
Did you install any alternative energy equipment in your residence such as solar water heaters, solar electricity equipment (photovoltaic) or fuel cells?	____	____
Were any distributions from your IRA and/or Roth IRA distributed to a charitable organizations?	____	____
Did you receive any payments from insurance companies, legal settlements, disability payments or other taxable income? Indicate amount $_________________	____	____
Did you/spouse have any transactions pertaining to a Health Savings Account (HSA) or Medical Savings Account (MSA) during 2011? If you received a distribution for a HSA or MSA, please attach Form 1099-SA.	____	____
With respect to any trust you have created or for which you are the trustee, have any beneficiaries died during 2011?	____	____
Did you or your spouse make any contributions in excess to $13,000 to a Qualified State Tuition Plan (Section 529 plans) or a Coverdell Educational Savings Account during 2011? If yes, please contact our office to discuss.	____	____
Did you engage in any bartering transactions?	____	____
Have you been involved in a reportable transaction? These are transactions which produce questionable tax shelters, transactions which provide funds of loss tax benefits, and/or require strict confidentiality of the transaction's tax benefits which results in significant amounts of losses with book to tax differences or provides tax credits with holding periods of less than 45 days. Tax avoidance transactions are included in this category.	____	____
Have you incurred any use tax that remains unpaid? If so, please provide information.	____	____

REPORTING FOR FOREIGN ACCOUNTS, TRUSTS AND TRANSACTIONS

If you or your spouse are 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, <u>you must file Form TD F 90-22.1 Report of Foreign Bank and Financial Accounts. Failure to file can result in substantial penalties ranging from $25,000 to $100,000.</u> This is an informational filing only. This is a separate filing and not part of the income tax reporting prepared by our office. Please contact our office with any questions.

NEW FOR 2011

If you received a distribution from a foreign trust or estate, or were the grantor of a foreign trust or made a transfer to a foreign trust, you may have to file Form 3520. Please contact our office.

If you own or have an interest in any foreign assets, including financial assets and real property, that exceed $50,000, please provide the following information for each asset:

A.) fair market value as of year end;
B.) the greatest fair market value at any point during the year.

 If information is already provided there is no need to duplicate.

	YES	NO

FEDERAL AND STATE TAX PAYMENTS

Refund Application: If you have an overpayment, would you like the excess:

	YES	NO
Refunded via a check sent in the mail?	____	____
Refunded via Direct Deposit (attach voided check)?	____	____
Applied to your 2012 estimated tax liability?	____	____

FEDERAL AND STATE ESTIMATED TAX PAYMENTS

	DATE PAID	FED. AMT.	DATE PAID	STATE AMT.
1st Qtr. ES due 04/15				
2nd Qtr. ES due 06/15				
3rd Qtr. ES due 09/15				
4th Qtr. ES due 01/15				

With your authorization, the IRS and certain states allow us to verify credits, payments, etc. for your tax account online. Do we have your authorization to view this information if necessary? ____ ____

Do you expect your 2012 taxable income and withholding to be generally the same as 2011? If no, please provide details.____ ____ ____

____

Kindly sign below and return to our office with your tax information or at your scheduled appointment. A copy can be made available to you upon request.

Very truly yours,

Grant & Pottackal, P.C.

I (We) have submitted this information for the sole purpose of preparing my (our) tax returns. Each item can be substantiated by receipts, canceled checks, or other documents. This information is true, correct and complete to the best of my (our) knowledge. If applicable, both Taxpayer and Spouse must sign.

Accepted by:
Taxpayer: ______________________________ ______________________________
Signature **Printed**

Spouse: ______________________________ ______________________________
(if applicable) **Signature** **Printed**

Date: ______________________________

 If information is already provided there is no need to duplicate.

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