TAX DOCUMENTS CHECKLIST

- ❑ W-2s, K1s, unemployment income, W-2Gs
- ❑ **All** 1099s: interest, dividends, barter, retirement distributions, Social Security benefits, real estate sales, cancellation of debt, tax refunds, HSA distributions, 1099-MISC, etc
- ❑ Year-end brokerage statements showing "Realized Capital Gains/Losses"
- ❑ Closing statements on any real estate bought or sold
- ❑ 1098s: mortgage interest, tuition, student loan interest, vehicle/boat donations
- ❑ Real estate taxes paid, by date and amount
- ❑ Personal property taxes paid, by date and amount
- ❑ Estimated taxes paid, by date and amount
- ❑ Charitable contributions
- ❑ 5498 (IRA, SEP, SIMPLE and Roth IRA contributions), 5498-SA (HSA contributions)
- ❑ Notices from the IRS or state tax authorities
- ❑ **Signed engagement letter** (see attached)
- ❑ The questionnaire below *(optional)*

Please return the signed engagement letter in the envelope provided, or submit it with your tax materials.

A PDF copy of this questionnaire that can be filled out electronically and printed or emailed is available from our web site: **www.GraceKeniston.com/files/2010.pdf**.

The full-size tax organizer is also available. To request one, contact us at 203-259-9505 or grace@gracekeniston.com, or mark the box below and return this with your engagement letter.

- ❑ Please send me the full-size tax organizer

QUESTIONNAIRE

Personal Information

	YES	NO
Did your marital status change during the year?	❑	❑
Did your address change from last year?	❑	❑

Current email address: ____________________

Dependent Information

	YES	NO
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 income in excess of $1,900?	❑	❑
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?	❑	❑
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	Yes	No
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 or bonds during the year?	❏	❏
Did you take out a home equity loan this year?	❏	❏
Did you refinance a principal residence or second home this year?	❏	❏
Did you purchase a new hybrid or electric vehicle 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 make any withdrawals from or contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401k, 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?	❏	❏
Did you receive any Social Security benefits during the year?	❏	❏
Did you receive any unemployment benefits during the year?	❏	❏
Did you receive tip income not reported to your employer?	❏	❏
Did you receive alimony during the year?	❏	❏

Itemized Deduction Information

Did you pay out-of-pocket medical expenses (co-pays, prescription drugs, etc.)?	❏	❏
Do you have evidence to substantiate charitable contributions?	❏	❏
Did you make any noncash charitable contributions (clothes, furniture, etc.)?	❏	❏
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 make any out-of-state purchases (by telephone, internet, mail, or in person) where the seller did not collect state sales or use tax?	❏	❏
Are the combined mortgages for your first and second homes more than $1 million?	❏	❏

Miscellaneous Information

Did you make gifts of more than $13,000 to any one individual during the year?	❏	❏
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 make energy-efficient improvements to your main residence this year?	❏	❏
Were you a grantor or transferor for a foreign trust? Did you have an interest in (or have signature or other authority over) a bank account, securities account, or other financial account in a foreign country?	❏	❏
Did you pay local real estate property taxes this year? If yes, please attach a supporting statement.	❏	❏

GRACE SODERBERG
KENISTON LLC
CERTIFIED PUBLIC ACCOUNTANTS

This document is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2010 federal and state income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify of some of the information. We will furnish you with questionnaires and checklists to guide you in gathering the necessary information. Your use of such forms will assist in keeping the fee to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based on the time required to prepare an accurate return and provide you with professional advice throughout the year 2011. All invoices are due and payable upon presentation; after 30 days invoices will accrue interest at 1% per month. Credit cards are accepted.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you need us to prepare, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

Grace Soderberg Keniston, LLC

Accepted By: ______________________________

Date: ____________________________________

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