

## STOCK / PROPERTY SALES

Bring to your interview all YEAR END brokerage statements (1099B Forms)

We need the following information for each transaction. If you do not have the information please contact your broker for assistance before coming to your tax appointment.

| Description / Name of Stock | Date property or Stock was acquired | Date Property or Stock was Sold or Became Worthless | Sales Price | Cost or other basis* |
|-----------------------------|-------------------------------------|---|-------------|----------------------|
|                             |                                     |   |             |                      |
|                             |                                     |   |             |                      |
|                             |                                     |   |             |                      |
|                             |                                     |   |             |                      |

\*For inherited property – the basis is the value at the time of death.

\*For property received as a gift the basis is the donor's cost.

## MUTUAL FUND SALES

Bring to your interview year end statements for all mutual funds.

If you sold shares in a mutual fund we will need the following:

- The calculation of gain or loss on the current year statement
- OR if the gain or loss is not on the current year statement we will need all the year end statements for the fund from the first date of purchase

If we have to calculate your cost/basis there will be an additional charge.

## CURRENTLY HELD RETIREMENT ACCOUNTS

70 years or older by 12/31/10? Bring year-end values of all retirement accounts as of 12-31-09 and 12-31-10

For people under 70 we will need your year-end values only if you withdrew money from your IRA or converted your regular IRA to a Roth IRA

| TAXPAYER     |                | SPOUSE       |                |
|--------------|----------------|--------------|----------------|
| Account Name | Year End Value | Account Name | Year End Value |
|              |                |              |                |
|              |                |              |                |
|              |                |              |                |

## 2010 CONTRIBUTIONS TO IRA, ROTH IRA, EDUCATION IRA, KEOGH, SEP, SIMPLE

| Plan            | TAXPAYER |        | SPOUSE |        |
|-----------------|----------|--------|--------|--------|
|                 | Date     | Amount | Date   | Amount |
| Traditional IRA |          |        |        |        |
| Roth IRA        |          |        |        |        |
| Education IRA   |          |        |        |        |
| Keogh           |          |        |        |        |
| Sep             |          |        |        |        |
| Simple          |          |        |        |        |

You have until April 15, 2011 to make additional contributions for 2010. Please discuss this possibility with your preparer. Bring any information regarding transfers, rollovers and Roth IRA conversions and withdrawals to your interview.

ASK YOUR PREPARER ABOUT THE IMPORTANCE OF KNOWING THE BASIS OF YOUR IRA ACCOUNTS