

## STOCK / PROPERTY SALES

*YOU MUST Bring to your interview all 1099B – Proceeds from Broker and Barter Transactions and all 1099S – Proceeds from Real Estate Transactions*

*These 1099 forms will tell us the amounts of sales and dates sold. We also need to know the basis of any stock or property sold and the date of purchase.*

- *BASIS is your cost if you purchased the item sold.*
- *If you inherited the item your BASIS could be the value of the item at the time of death.*
- *If you received the item as a gift your BASIS is the donor's cost.*

*WE MUST know your basis to arrive at the amount of your gain or loss from the sale.*

## 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 12/31/11? Bring year-end values of all retirement accounts as of 12-31-10 and 12-31-11*

*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

## 2011 CONTRIBUTIONS TO IRA, ROTH IRA, EDUCATION IRA, KEOGH, SEP, SIMPLE

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

You have until April 16, 2012 to make additional contributions for 2011. 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**

**REMINDER: YOU MAY HAVE CONVERTED A TRADITIONAL IRA TO A ROTH IRA IN TAX YEAR 2010 – YOU HAD THE CHOICE TO PAY THE TAX OVER A TWO YEAR PERIOD – 2011 AND 2012. IF YOU MADE THAT CHOICE YOU WILL BEGIN PAYING TAXES ON THAT CONVERSION ON THE 2011 TAX RETURN.**