

Hartlaub 2012 Tax Organizer

*Its not what you earn
- its what you keep!*

Here is your **Tax Organizer**. It will help you **organize your tax information** (and make sure you don't miss any **important deductions**). Whether you do your own tax return or use the services of a CPA firm like ourselves, we hope you'll find it useful.

Our tax preparation fees are competitive and we'll gladly **quote you a fee over the phone**. We run an efficient, friendly office — and we're here all year round to answer your questions. If you'd like to schedule an appointment in either our Mason or Cincinnati locations, call and we'll arrange one **immediately**. If you just have a tax question, we'll be happy to handle it **either in person or over the phone**.

We have been helping individuals and small businesses for over 40 years.

We look forward to serving you soon!

TAXPAYER INFORMATION		SPOUSE INFORMATION	
First Name	Initial	First Name	Initial
Last Name		Last Name	
SSN	D.O.B.	SSN	D.O.B.
Occupation		Occupation	
T: Home	Cell	Home	Cell
Email		Email	
Address			

FILING STATUS	
<input type="checkbox"/> Single	<input type="checkbox"/> Head of Household
<input type="checkbox"/> Married	<input type="checkbox"/> Married Filing Separate

REFUND
Automatic Deposit? <input type="checkbox"/> Yes (attach a VOID Check) <input type="checkbox"/> No

DEPENDENTS (more than 3 please attach info)	
Name	
D.O.B.	SSN
Relationship	Months Lived at Home
Name	
D.O.B.	SSN
Relationship	Month Lived at Home
Name	
D.O.B.	SSN
Relationship	Month Lived at Home

ESTIMATED PAYMENTS				
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Date Made				
Federal				
State				
School:				
City:				
City:				
Other:				

W-2	Name of Employer	Gross Wages
1		
2		
3		
4		

REFERRED BY:

NAME:

PHONE:

MISCELLANEOUS QUESTIONS

If any of the following items pertain to you or your spouse for the year 2012, please check the appropriate box and include all pertinent details.

- | | Yes | No | |
|-----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Did you have any interest in, or signature or other authority over a bank, securities, other financial account or trust in a foreign country at any time during 2012? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Do you own any foreign assets or have foreign income, pay any foreign taxes, or file any foreign information reporting or tax return forms? Provide details. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Were there any births, adoptions, marriages, divorces, or deaths in your immediate family during the year? |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Are any of your unmarried children, who might be claimed as dependents, 19 years of age or older? |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Did any of your children under age 19 or full-time students under age 24 have interest and dividend income of \$950 or more or total investment income of \$1,900 or more? |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Do you have a health savings account (HSA)? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Did you pay an individual or an organization to perform services for the care of a dependent under 13 years old in order to enable you to work or attend school on a full-time basis? Provide details. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Did you pay an individual to perform in-home health care services for yourself, your spouse, or dependents? |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Did you incur employment agency fees or job hunting expenses? |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Did you incur moving expenses during the year due to a change of employment? |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Did you have any debts, including mortgages, cancelled or forgiven? |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Does anyone owe you money that has become uncollectible? |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Did you incur any legal fees? |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Did you acquire or dispose of any business assets (including real estate) during the year? |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Did you purchase, sell or refinance your principal home or second home, or obtain a home equity loan? |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Did you make any energy-efficient improvements or purchases for your home? |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Did you incur a casualty loss because of damaged or stolen property? |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Did you make any gifts either outright or in trust? |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Did you receive any distribution from an IRA or other qualified plan?(Form 1099R) |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | If yes, was this rolled over? (Form 1099R) |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Did you open a Roth IRA account or convert an IRA into a Roth IRA? |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Were you or your spouse the beneficiary of COBRA premium assistance? |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Were you granted or did you exercise any stock options? |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Do you and your spouse each want to allocate \$3 to the Presidential Election Campaign Fund? |

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INCOME FROM BUSINESS OR PROFESSION

GENERAL INFORMATION

Cash Basis Accrual Basis 1st Year

Principal Business/Profession

Business Name

Business Address

City

State

Zip

INCOME

Gross Receipts or Sales

Returns & Allowances

Other Income

COST OF GOODS SOLD (if applicable)

Inventory at Beginning of the Year

Purchases

Cost of Labor

Materials & Supplies

Other Costs

Inventory at End of the Year

EXPENSES

Advertising

Car & Truck Expenses*

Commissions

Employee Benefits

Insurance (other than health)

Health Insurance Premiums for Self*

Interest

Legal & Professional

Office Expenses

Pensions & Profit Sharing

Rent - Vehicles, Machinery & Equipment

Rent - Business Property

Repairs & Maintenance

Supplies

Taxes - Property

Taxes - Other

Travel

Meals & Entertainment*

Utilities

Wages

Other Expenses*

*Attach detailed schedules

HOME OFFICE

Did you have a home office during the year? Yes No

If yes, attached detailed schedule of expenses including mortgage interest (or rent), real estate taxes, utilities, property insurance, maintenance & cleaning.

RENTAL INCOME & EXPENSES

PROPERTY

#1

#2

Location

INCOME

Rent Received

EXPENSES

Advertising

Association Dues

Auto & Travel

Cleaning/Maintenance

Insurance

Labor

Professional Fees

Miscellaneous

Mortgage Interest

Other Interest

Repairs & Maintenance

Supplies

Taxes

Telephone

Utilities

Improvements:

Other:

BUSINESS OWNERS

Hartlaub Tax & Business Services offers additional services of interest to business owners and high net worth individuals. We are able to coordinate all of your tax planning, tax preparation, legal and financial matters with one easy phone call. Our affiliated attorneys and financial professionals are available to meet in both our Mason and Cincinnati locations.

By combining your three main trusted advisors – tax, legal and financial - we are able to proactively plan your personal and business matters simplifying your financial life.

Call us at 513-821-8768 for hours and to set your appointment today.

Sincerely,

Cindy Peters, CPA