

What do I need for my tax review appointment?

Here is a list of what you would need to have prepared for your 2011 tax year end

Please provide this information to Business By Design at least 24 hours in advance of your appointment.

1. PERSONAL TAX PLANNING:

(if you do not have exact figures - estimates are fine)

- ⇒ Year-to-date paystub for any wages earned.
- ⇒ Personal mortgage interest estimate. (if much different from prior year)
- ⇒ Personal real estate tax estimate. (if much different from prior year)
- ⇒ Charitable contributions estimate.
- ⇒ Stock Sales (Gains or Losses)
- ⇒ Interest and Dividend income estimate.
- ⇒ Any personal estimated tax payments for Federal or State.
- ⇒ Any other items of income to note for 2011.

2. S-CORPORATIONS:

- ⇒ Year-to-date income/expense for your corporation.
- ⇒ Projected income/expenses from your appointment date to 12/31/11.
- ⇒ If you have taken payroll or wages from your corporation - please provide us with you last paystub or withholding information.
- ⇒ Please provide us with the total of money you have taken from the corporation via - Distributions, Rents, Wages.
- ⇒ If you were incorporated in 2011 - we will need your income and expenses split between the "Pre-incorporation" period, and the "Post-Incorporation" period. If you have questions on this, please let us know.

3. RENTAL PROPERTIES

- ⇒ Estimate of Rents/Expenses for each property in 2011.
- ⇒ If you BOUGHT any rental properties in 2011, we will need to get your purchase information. (typically the settlement statement)
- ⇒ If you SOLD any rental properties in 2011 we will need the sale information (typically the settlement statement)