

Tax Organizer For 2009 Income Tax Return

Prepared For:

Prepared By:

Tax Preparation Service
Call 612-791-2320 for Appointment or mail to:
4136 Ewing Avenue S.
Minneapolis, Mn 55410

This Tax Organizer can be used to help identify the information needed to prepare your 2009 income tax return. Enter your 2009 information and if you need additional space, enclose a separate sheet with the details. If available, your prior year information has been included for you to use as a reference. You do not need to make 2008 entries.

Please return this organizer along with all Form W-2's, 1099's, and any other information you feel will assist with the preparation of your 2009 income tax return.

If you have any questions, please feel free to contact us at (612)920-0108.

BUSINESS INCOME AND EXPENSES

Indicate the owner of this business: Taxpayer Spouse Joint

Business Name: _____

Business product or service: _____

Business Address: _____

City, State, and Zip Code: _____

Did you start or acquire this business during 2009? Yes No

Accounting Method: Cash Accrual Other (describe) _____

Method used to value inventory: Cost Lower of cost or market Other (describe) _____

Income and Cost of Goods Sold	2009 Amount	2008 Amount
Gross receipts or sales		
Returns and allowances		
Other income (enclose description)		
Inventory at beginning of year		
Purchases less cost of items withdrawn for personal use		
Cost of labor		
Materials and supplies		
Other costs		
Inventory at end of year		

Expenses	2009 Amount	2008 Amount		2009 Amount	2008 Amount
Advertising			Taxes and licenses		
Commissions and fees			Travel		
Contract labor			Meals and entertainment		
Depletion			Utilities		
Employee benefits			Wages		
Insurance (other than health)			Other: _____		
Mortgage interest			_____		
Other interest			_____		
Legal and professional fees			_____		
Office expenses			_____		
Pension and profit sharing			_____		
Rent - Vehicle, machinery			_____		
Rent - Other			_____		
Repairs and maintenance			_____		
Supplies			_____		

Vehicle Information

Vehicle description _____ Date placed in service _____ Cost or basis _____

Business miles _____ Commuting miles _____ Other miles _____

Actual expenses such as gas, oil, repairs, etc _____ Parking fees and tolls _____

Sales, Purchases, and Disposition of Assets in 2009
(New clients, enclose detailed listing of all depreciable assets.)

Asset description	Date acquired	Purchase price	Date sold	Sales Price

Business Use of Home

Area used exclusively for business _____ Total area of home _____

Was the home used as a day care facility? Yes No Date home placed in service _____

Casualty losses _____ Insurance _____ FMV of home _____

Mortgage interest _____ Repairs and maintenance _____ Value of land _____

Real estate taxes paid _____ Utilities and other expenses _____

RENTAL AND ROYALTY INCOME AND EXPENSES

Indicate the owner of this property: Taxpayer Spouse Joint

Description of property _____
 Location of property _____

Did you or your family use this property during the tax year for personal purposes for more than the greater of: (a) 14 days, or (b) 10% of the total days rented at fair market value? Yes No

Did you meet the Active Participation requirements for this property?
 (To meet these requirements, you must have participated in making management decisions or arranged for others to provide services in a significant and bona fide sense. Such management decisions include approving new tenants, deciding on rental terms, approving repair expenditures, or other similar decisions) Yes No

Was this property fully disposed of during 2009? Yes No

Income	2009 Amount	2008 Amount
Rents received		
Royalties received		

Expenses	2009 Amount	2008 Amount
Advertising		
Cleaning and maintenance.		
Commissions		
Insurance		
Legal and other professional fees		
Management fees		
Mortgage interest paid to banks.		
Other interest.		
Repairs		
Supplies		
Taxes		
Utilities		
Other _____		

Vehicle Information

Vehicle description _____ Date placed in service _____ Cost or basis _____

Business miles _____ Commuting miles _____ Other miles _____

Actual expenses such as gas, oil, repairs, etc _____ Parking fees and tolls _____

Travel expenses _____

Sales, Purchases, and Disposition of Assets in 2009
 (New clients, enclose detailed listing of all depreciable assets.)

Asset description	Date acquired	Purchase price	Date sold	Sales price

ITEMIZED DEDUCTIONS (continued)

	2009 Amount	2008 Amount
Casualty and Theft Losses Casualty and theft losses (enclose supporting documentation with description of the casualty, description of the property, date acquired, cost of property, insurance reimbursements, and the fair market value before and after the casualty)		

Miscellaneous Deductions

Unreimbursed Employee Business Expenses **T = Taxpayer S = Spouse**

Vehicle Information T or S

Vehicle description _____ Date placed in service _____ Cost or basis _____
 Business miles _____ Commuting miles _____ Other miles _____
 Actual expenses such as gas, oil, repairs, etc _____ Parking fees and tolls _____
 Travel expenses _____

Vehicle Information T or S

Vehicle description _____ Date placed in service _____ Cost or basis _____
 Business miles _____ Commuting miles _____ Other miles _____
 Actual expenses such as gas, oil, repairs, etc _____ Parking fees and tolls _____
 Travel expenses _____

Sales, Purchases, and Disposition of Assets in 2009

(New clients, enclose detailed listing of all depreciable assets.)

T S	Asset description	Date acquired	Purchase price	Date sold	Sales price

Business Use of Home T or S

Area used exclusively for business _____ Total area of home _____
 Date home placed in service _____
 Casualty losses _____ Insurance _____ FMV of home _____
 Mortgage interest _____ Repairs and maintenance _____ Value of land _____
 Real estate taxes paid _____ Utilities and other expenses _____

	2009 Amount	2008 Amount
Unreimbursed employee business expenses (such as union dues, small tools, travel, etc)		
Tax preparation fees		
Other miscellaneous expenses (such items include safe deposit box rental, certain appraisal fees, expenses related to investment income, etc...enclose supporting documentation)		
Other Miscellaneous Deductions Other miscellaneous deductions (such items include gambling losses, estate tax deduction, amortization of bond premium, etc... enclose supporting documentation)		

