flemingtax.com

Fleming Tax

631-1040

3321 S Western OKC, OK 73109

Specializing In:

Small Business
Out of State
Rental Property

Since 1947

- **Honesty**
- **Integrity**
- **Dependability**

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IRS e-file

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Dear Friends,

Once again, another year has breezed by. Tax changes have been numerous and it seems that the changes in tax law are always front page news. All our preparers are back from last year, have kept up with the tax changes and are anxious to help you.

We look forward to seeing you soon. Thank you for the confidence and trust you place in us. Additionally, a new feature that we are able to serve you with starting this year is a digital copy of your tax return that you will be able to obtain, on demand. With remarkable security in place to protect your valuable information, there is now a safe way to have digital access to your tax return.

Thank you, Fleming Tax

INCOME TAX ORGANIZER – 2011

YES	NO	
☐	☐	Did any births, adoptions, graduations, marriages, divorces, or deaths occur in your family this year?
☐	☐	Do you have a mentally or physically disabled child?
☐	☐	Can you or your spouse be claimed as a dependent by someone else?
☐	☐	Did you have a change in residence or job location during the year?
☐	☐	Have you received all W-2's from ALL employers? How many W-2's are attached?___________
☐	☐	Did you bring every 1099 that you have received? IRS IS MATCHING THESE TO YOUR RETURN!
☐	☐	Did you start a new business or purchase any new rental property during 2011? See Sec F or G
☐	☐	Did you purchase, sell, or REFINANCE your principle home or your second home or make a home equity loan during the year? If so, please bring closing statements and HUD-1 settlement statement.
☐	☐	Did you contribute to an IRA for 2011? Do you plan to? Can we assist you with this decision?
☐	☐	Did you dispose of any assets in 2011? (Real estate, securities, business assets) If yes, please attach details and complete Section E
☐	☐	Do you have rental property? If so, see section F.
☐	☐	Did you pay sales taxes on any large purchases in 2011?
☐	☐	Did you pay real estate taxes on you residence is 2011? If so, see section J.
☐	☐	Did you receive any correspondence from IRS or State Tax Commission this year? If so, please bring.
☐	☐	Did you or your spouse receive any lump sum distributions from IRA, Profit Sharing or Pension Plan?
☐	☐	Did you pay any estimated taxes during the year? Complete Section H.
☐	☐	Did you make a non-cash charitable contribution of clothing or other goods in excess of $250? See sec J. *If YES, you must have contemporaneous receipts for gifts to claim deduction.
☐	☐	Did you have any child or dependent care expenses? See section K.
☐	☐	Did you or your spouse "rollover" a profit-sharing or retirement plan into another plan?
☐	☐	Did you receive any income not shown in this organizer?
☐	☐	Did you pay tuition, fees and/or books to a college or university for yourself, spouse or dependent? *Does not include room and board or student activity expense. Please provide details of tuition paid.
☐	☐	Did you pay interest in 2011 on a student loan for yourself or dependent? (Not deductible after 2012)
☐	☐	Did you have any expense not listed in this organizer you think may be deductible?
☐	☐	Did you use your car for business purposes other than commuting to & from work? Did you travel between a first and second job.
☐	☐	Do you have a small business, are you self-employed or did you receive a 1099-MISC for contract labor? See Section G.
☐	☐	Did you engage in any bartering transactions in 2011?
☐	☐	Do you expect a substantial change in income or deductions next year?
☐	☐	Did you make any energy saving home improvements? Such as windows, insulation, heating and air conditioner replacement? Please bring invoice and certificate.
☐	☐	Do you have any stock that is worthless this year?
☐	☐	Do you have a foreign bank account, foreign trust, or foreign assets worth over $50,000?

A. Wages, Salaries, W-2's Please bring every W-2 to our office

B Retirement Income 1099-R, Social Security 1099, IRA Distributions. Please bring every 1099 to our office

C. Interest Income	1099's Must be Attached

D. Dividend Income	1099's Must be Attached

E. Stock and Securities Sold or Other Assets		Bring 1099-B from Broker		
Description	Date Acquired	Date Sold	Selling Price	Original Cost

F. Rental Income By Property Attach details for additional properties	
Address:	
Income:	
Expenses:	
Advertising	
Cleaning	
Mgmt. Fee	
Insurance	
Repairs	
Supplies	
Taxes	
Interest Expense	
Mileage	
Other	
Major Improvements List Below: (roof, major repairs, a/c, siding, carpets. Please list with date of purchase.)	

G. Self Employed Business Income and Expenses			
Gross Income			
Inventory on hand on Dec 31 at your cost			
Expenses			
Cost of Goods Sold		Dues/ Publications	
Advertising		Rent	
Bank Charges		Repairs	
Commissions		Supplies	
Freight		Taxes	
Insurance		Travel	
Interest		Telephone	
Legal/Professional		Utilities	
Office Expense		Wages	
Other		Other	

Did you buy any equipment for your business? If so, please provide a list, including description, cost, and date of purchase.

Did you drive your vehicle in your business? Y N

Please provide total miles driven during the year__________.

How many of these miles were for business purposes this year? _________________

H. Estimated Taxes Paid				
Date Due		Date Paid	Federal	State
Applied from Prior Year's Refund		(Bring in cancelled check or check copy)		
First Quarter	April 18, 2011		$	$
Second Quarter	June 15, 2011		$	$
Third Quarter	Sept. 15, 2011		$	$
Fourth Quarter	Jan. 15,2012		$	$

J. Itemized Deductions

MEDICAL (not reimbursed by Insurance)	Amount
Medical Insurance	
Long-Term Care Insurance	
Prescription Medicine & Drugs	
Hospital	
Lab Fees & X-Ray	
Dr., DDS	
Glasses, Hearing Aids	
Transportation (mileage)	
Other__________________	
Total	

CONTRIBUTIONS					
Cash Contributions for which you have receipts, cancelled checks, or other written evidence: (You must have an acknowledgement letter from the charity stating all contributions over $250)					
NON CASH CONTRIBUTIONS					
Item		Market Value		Cost	
CHARITABLE MILEAGE					
For Whom		Number of Miles			

TAXES	
Real Estate – Home	
Real Estate – Other	
Personal Property Tax	
Sales Tax Paid on Large Item	

MISCELLANEOUS DEDUCTIONS	
Tax Preparation Fees	
Union Dues/Professional Dues	
Trade Journals	
Uniform and Upkeep	
Investment Expense	
Educational Expenses (Job Related)	
Second Job Mileage	
Gambling Losses (Up to winnings-must bring documentation)	
Safety Deposit Box	
Tools/Shoes/Glasses	
Job Hunting (explain)	
IRA Custodial Fees	
Teaching Supplies	
Cell Phone ---- Business Usage	
Other	

Mortgage Interest	
Mortgage Principal Residence	
Mortgage Second Home	
Home Improvement Loan	
Home Equity Loan	
Mortgage Insurance Premium	

Note: If any interest above is paid to an individual, list name, address, and amount.

NAME: AMOUNT:

ADDRESS: SS#:

K. CHILDCARE

Did you pay for Childcare?	☐ Yes	For the Care of:	

Did you Participate in a cafeteria plan whereby your employer pays dependent care benefits for you? ☐ Y ☐ N

Name of Provider	Social Security #/FEIN	Address	Amount

Our Privacy Policy

It has always been the policy of **Fleming Financial & Tax Services, Inc.** to keep all information that we collect from you confidential from all sources. We restrict access to all nonpublic personal information about you to members of our firm who need to know that information to provide services to you. We do collect nonpublic personal information about you from the following sources:

*Information we receive from you on tax preparation organizers, worksheets, Federal and State tax reporting forms, and from other documents we use in tax preparation or other financial related services.

*Information about your transactions with us and others, and information we may receive from outside agencies such as banks and brokerage houses.

We do not disclose any nonpublic personal information about our clients or former clients, except as permitted, required or approved by you in writing as listed below:

* Requirements to comply with Federal, State or local law,
*Requirements to comply with National, State or local licensing rules,
*Requirements to disclose information in response to legal subpoenas,
*Items you permit or request us to disclose, as authorized by you in writing,
*Information, which you authorize us to disclose in order to electronically file your tax return, when applicable.