

# ***RSR Financial Resources, Inc.***

***Tax, Finance & Mortgage Consulting***

***Mailing: P.O. Box 19845, Reno, Nevada 89511***

***Physical: 1575 Delucchi Lane, Suite 209, Reno, Nevada 89502***

***Phone: (775)-851-7900 Fax: (775)-851-7966***

***Web Site: [www.rsrfinancial.com](http://www.rsrfinancial.com)***

***Email: [rick@rsrfinancial.com](mailto:rick@rsrfinancial.com)***

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## ***Tax Organizer Complete***

*The following pages contain your Tax Organizer for 2011. Completing your Organizer will help us prepare your return more efficiently. It will also assist us in getting a complete picture of your tax situation so that we can look for ways to plan and keep your future taxes down. When sent you your return copy last year there might have been an organizer included with the pertinent numbers from last year's return on it. See if you can find it as it will help remind you of income and deductions that you reported last year.*

*The Organizer contains several sections that include common expenses and deductions that many taxpayers overlook. Please review these carefully. Each \$100 of deductible expense you find in your 2010 records may save you up to \$35 in federal and state income taxes. Enter all relevant information in the designated areas on each page. Feel free to add any notes or questions that might help us find ways to save you money. If you need to include additional information, or ask additional questions, use the back of a page or attach additional pages.*

*Please provide detailed information if you answer 'Yes' to any of the General or Business and Investment questions.*

*When you arrive for your appointment, please bring your completed Organizer and at a minimum any of the following that apply to you:*

- *Last year's tax return (if not in our possession)*
- *Original Form[s] W-2*
- *Schedule[s] K-1 from partnerships, S-corporations, estates or trusts Information about contributions to a pension or other retirement plan if this is the first year you received income from the plan*
- *Form[s] 1099 or statements reporting dividend, interest, retirement or other income*
- *Form[s] 1098 and copies of real estate tax bills, etc.*
- *Legal documents pertaining to the close of sale or purchase of real property.*

*Please call if we can be of any further assistance to you.*

*Sincerely,*

*Rick Romero*

*RSR Financial Resources, Inc.*

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# TAX ORGANIZER

## Basic Taxpayer Information

	First Name	Initial	Last Name	Suffix	Social Security No.
Taxpayer					
Spouse					

	Occupation	Date of Birth	Check if			
			Disabled	Blind	Dependent of Another	Presidential Election Contrib.
Taxpayer						
Spouse						

Street Address		Phone Res:	
City, State & Zip		Phone Work:	
E-mail Address		Cell Phone:	

School District \_\_\_\_\_

Filing Status  1 - Single; 2 - Married filing joint; 3 - Married filing separate; 4 - Head of Household; 5 - Qualifying Widower

## Dependent Information

	First Name	Last Name	Social Sec. No.	Relationship	Months in home	Date of Birth	Disabled or full time student
1							
2							
3							
4							
5							
6							

## Wages and Salaries

	Employer Name	Wages	Federal Tax Withheld	FICA Withheld	Medicare Withheld	State Tax Withheld	Local Tax Withheld
1							
2							
3							
4							
5							
6							

## Pensions and IRAs

	Payer's Name	Gross Distribution	Taxable Distribution	Federal Tax Withheld	IRA
1					
2					
3					
4					

### Attestation and Signature:

To the best of my knowledge the enclosed information is correct and includes all income, deductions, and other information necessary for the preparation of this year's income tax returns for which I have adequate records.

Sign \_\_\_\_\_ Date \_\_\_\_\_

here \_\_\_\_\_ Date \_\_\_\_\_

## General Questions

Please check if "Yes" and provide documentation, if possible.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. Has your marital status changed?  |
| <input type="checkbox"/> | 2. Have you been notified by the IRS of changes to a prior year's return, or received any other tax correspondence?                |
| <input type="checkbox"/> | 3. Are you being claimed as a dependent by another person?   |
| <input type="checkbox"/> | 4. Are there any changes in the dependent information from the prior year?   |
| <input type="checkbox"/> | 5. Did you have any children under the age of 19 (or 24 if a full time student) who received more than \$950 in investment income? |
| <input type="checkbox"/> | 6. Do you have dependents who are neither U.S. citizens nor U.S. residents?  |
| <input type="checkbox"/> | 7. Did you provide over half of the support for another person (or persons) during the year?                                       |
| <input type="checkbox"/> | 8. Did you purchase or sell a principal residence?   |
| <input type="checkbox"/> | 9. Did you receive payments from a pension or profit sharing plan?   |
| <input type="checkbox"/> | 10. Did you receive any distributions from an IRA or other qualified plan?   |
| <input type="checkbox"/> | 11. Did you receive any disability income?   |
| <input type="checkbox"/> | 12. Did you receive any foreign income or pay any foreign taxes?   |
| <input type="checkbox"/> | 13. Did you receive interest from a bank account or other financial account based in a foreign country?                            |
| <input type="checkbox"/> | 14. Were you the grantor of or transferor to a foreign trust?  |
| <input type="checkbox"/> | 15. Were either you or your spouse enlisted in the military or National Guard?   |
| <input type="checkbox"/> | 16. If you or your spouse are self-employed, are either of you covered under an employer's health plan at another job?             |
| <input type="checkbox"/> | 17. Did you claim a First-time Homebuyer Credit for a home purchased in 2008?  |
| <input type="checkbox"/> | 18. Did you receive proceeds from an installment sale?   |
| <input type="checkbox"/> | 19. Did you make a loan at an interest rate below market rate?   |
| <input type="checkbox"/> | 20. Did you make gifts of over \$13,000 to an individual?  |
| <input type="checkbox"/> | 21. Were there any changes to a prior year's income, deductions, or credits?   |
| <input type="checkbox"/> | 22. Did your employer pay premiums on life insurance in excess of \$50,000?  |
| <input type="checkbox"/> | 23. Were any payments made on student loans?   |
| <input type="checkbox"/> | 24. Did you pay any educational tuition or fees for you or a dependent?  |
| <input type="checkbox"/> | 25. Did you purchase a 'clean fuel' or electric hybrid vehicle in 2010?  |
| <input type="checkbox"/> | 26. Did you refinance a mortgage or take out a home equity loan?   |
| <input type="checkbox"/> | 27. Were any contributions made to a traditional or Roth IRA for 2010?   |
| <input type="checkbox"/> | 28. Did you make any contributions to HSA (Health Savings Account) in 2010?  |
| <input type="checkbox"/> | 29. Did you purchase a new motor vehicle after Feb 16, 2009 and before Jan 1, 2010 and pay sales/excise tax on it in 2010?         |

## Business and Investment Questions

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. Did you receive stock from a stock bonus plan with your employer?   |
| <input type="checkbox"/> | 2. Did you buy or sell any bonds?  |
| <input type="checkbox"/> | 3. Did you surrender any U.S. savings bonds?   |
| <input type="checkbox"/> | 4. Did you suffer a casualty, theft or condemnation?   |
| <input type="checkbox"/> | 5. Did you start a business, purchase a rental property or farm, or acquire interests in partnerships or S-corporations? |
| <input type="checkbox"/> | 6. Did you own any investments for which you were not personally "at-risk?"  |
| <input type="checkbox"/> | 7. Did you own any interest in a Real Estate Mortgage Investment Conduit (REMIC)?  |
| <input type="checkbox"/> | 8. Did you sell any property or equipment on installments?   |
| <input type="checkbox"/> | 9. Did you incur any business-related educational expenses?  |
| <input type="checkbox"/> | 10. Did you incur any travel and entertainment expenses?   |
| <input type="checkbox"/> | 11. Did you purchase any special fuels for non-highway use?  |
| <input type="checkbox"/> | 12. Did you make any contributions to a Keogh or a self-employed SEP, SIMPLE or Qualified plan?                          |

### Interest Income

Please provide copies of all Form 1099-INT or other statements reporting interest income.

\* F/S/J - enter ownership (F)iler, (S)pouse, or (J)oint.

*F/S/J	Payer
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Taxable Interest Income		Tax Exempt Interest		Specified Priv Act Interest	
Prior Year Amount	Current Year Amount	Prior Year Amount	Current Year Amount	Prior Year Amount	Current Year Amount

### Dividend Income

Please provide copies of all Form 1099-DIV or other statements reporting dividend income.

\* F/S/J - enter ownership (F)iler, (S)pouse, or (J)oint.

*F/S/J	Payer
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Ordinary Dividends		Qualified Dividends		Capital Gains	
Prior Year Amount	Current Year Amount	Prior Year Amount	Current Year Amount	Prior Year Amount	Current Year Amount

### Income or Loss from Partnerships, S Corporations, and Trusts

Name	Income	Loss	Other Expenses	Passive (Yes / No)	*P/S/T
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

\*P/S/T - enter entity type (P)artnership, (S) Corporation, (T)rust



TAX PREPARATION WORKSHEET  
FOR: ENTER YOUR NAME UNDER THIS LINE

SELF EMPLOYED BUSINESS  
SCHEDULE "C"  
2011

PAGE 1 of 2

RSR FINANCIAL RESOURCES, INC.  
P. O. BOX 19845, RENO, NEVADA 89511  
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EMAIL: rick@rsrfinancial.com  
WEB: www.rsrfinancial.com

BUSINESS - 2

SELF-EMPLOYMENT INFORMATION	BUSINESS - 1	BUSINESS - 2
REVENUES		
COST OF GOODS		
GOODS FOR RESALE - PURCHASES		
CASUAL LABOR - SUB CONTRACTORS - 1099		
PAYROLL		
PAYROLL TAXES		
SHIPPING		
ENDING INVENTORY (IF APPLICABLE)		
OPERATING EXPENSES		
ADVERTISING		
AUTO MILEAGE - ANNUAL TOTAL		
AUTO MILEAGE - BUSINESS PORTION		
AUTO GASOLINE & WASHES		
AUTO INSURANCE		
AUTO LEASE PAYMENTS		
AUTO REGISTRATION		
AUTO REPAIRS		
BANK CHARGES		
ENTERTAINMENT MEALS		
INSURANCE - BUSINESS - (LIABILITY)		
INSURANCE - HEALTH (EMPLOYEES)		
INTEREST EXPENSE		
LEGAL/ACCOUNTING		
LICENSE, BONDING, TAXES & PERMITS		
OFFICE SUPPLIES		
POSTAGE & MAILING		
PRINTING & REPRODUCTION		

SELF EMPLOYED BUSINESS - CONTINUED	BUSINESS - 1	BUSINESS - 2
PROTECTIVE CLOTHING	_____	_____
SMALL BUSINESS MACHINES UNDER \$500	_____	_____
SMALL TOOLS	_____	_____
PRINTING & REPRODUCTION	_____	_____
RENT EQUIPMENT	_____	_____
RENT FACILITY	_____	_____
RENT STORAGE	_____	_____
REPAIR & MAINTENANCE	_____	_____
TELEPHONE, CELL & INTERNET CONNECTION	_____	_____
TRAVEL-AIR FARES	_____	_____
TRAVEL-LODGING	_____	_____
TRAVEL-GROUND TRANS	_____	_____
TRAVEL-MEALS	_____	_____
UTILITIES - COMMERICAL FACILITY	_____	_____
HOME OFFICE EXPENSES	_____	_____
HOME PRICE & DATE ACQUIRED	_____	_____
DATE FIRST USED AS AN OFFICE	_____	_____
HOME SQUARE FEET - TOTAL	_____	_____
HOME SQUARE FEET - OFFICE AREA	_____	_____
HOMEOWNER'S INSURANCE	_____	_____
ELECTRIC	_____	_____
GAS	_____	_____
PROPANE	_____	_____
WATER	_____	_____
TRASH	_____	_____
SEWER	_____	_____
REPAIRS	_____	_____
CAPITAL PURCHASES		
AUTO PURCHASE - PRICE & DATE ACQUIRED	_____	_____
COMPUTER - PRICE & DATE ACQUIRED	_____	_____
EQUIPMENT - PRICE & DATE ACQUIRED	_____	_____
OTHER:	_____	_____
OTHER:	_____	_____

RENTAL PROPERTY  
DETAIL  
2011  
PAGE 1 of 2

RENTAL PROPERTY INPUT	PROPERTY - 1	PROPERTY - 2	PROPERTY - 3	PROPERTY - 4
RENTAL INCOME				
RENTAL EXPENSES				
ADVERTISING				
ASSOCIATION FEES				
CLEANING & MAINTENANCE				
INSURANCE				
LEGAL & PROFESSIONAL				
MANAGEMENT FEES				
MORTGAGE INTEREST 1ST				
MORTGAGE INTEREST 2ND				
MAJOR IMPROVEMENTS & APPLIANCES				
REPAIRS				
SUPPLIES				
TAXES				
TRAVEL				
AIR FARE				
LODGING				
GROUND TRANSPORTATION				
MEALS				
MILEAGE				
ELECTRIC				
GAS				
WATER				
TRASH				
SEWER				
OTHER:				
OTHER:				
OTHER:				

RENTALS CONTINUED	PROPERTY - 1	PROPERTY - 2	PROPERTY - 3	PROPERTY - 4
=====	=====	=====	=====	=====
MAJOR IMPROVEMENT ITEMS				
DEPRECIATION-DATE ACQUIRED / PRICE	_____	_____	_____	_____
CAPITAL ITEMS (OVER \$500) - DATE / AMT	_____	_____	_____	_____
MAJOR REPAIRS (OVER \$1,000) - DATE / AMT	_____	_____	_____	_____
OTHER:	_____	_____	_____	_____
OTHER:	_____	_____	_____	_____

TAX PREPARATION WORKSHEET  
FOR: ENTER YOUR NAME UNDER THIS LINE

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SCHEDULE "A"  
ITEMIZED DEDUCTIONS  
2011

PAGE 1 of 2

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ITEMIZED DEDUCTIONS  
SCHEDULE "A"

=====

MEDICAL EXPENSES

MEDICAL INSURANCE PREMIUMS \_\_\_\_\_

DOCTOR BILLS PAID \_\_\_\_\_

DENTIST BILLS PAID \_\_\_\_\_

HOSPITALS & LABS \_\_\_\_\_

EYE GLASSES & CONTACTS \_\_\_\_\_

SURGERIES \_\_\_\_\_

TRAVEL (AIR, LODGING & TAXI'S) \_\_\_\_\_

AMBULANCE \_\_\_\_\_

DRUGS & Rx \_\_\_\_\_

TAXES

AUTO REGISTRATION \_\_\_\_\_

REAL ESTATE TAXES RESIDENCE \_\_\_\_\_

REAL ESTATE TAXES SECOND HOME \_\_\_\_\_

STATE INCOME TAXES \_\_\_\_\_

SALES TAX (LARGE ITEMS) \_\_\_\_\_

INTEREST

MORTGAGE INTEREST 1ST \_\_\_\_\_

MORTGAGE INTEREST 2ND \_\_\_\_\_

MORTGAGE INSURANCE PREMIUMS \_\_\_\_\_

ORIGINATION FEES / POINTS \_\_\_\_\_

MORTGAGE INTEREST MOTOR HOME/TRAILER \_\_\_\_\_

DONATIONS

DONATIONS CASH \_\_\_\_\_

DONATIONS NON-CASH \_\_\_\_\_

ITEMIZED DEDUCTIONS - CONTINUED

=====

MISCELLANEOUS

CLASSROOM SUPPLIES & TEACHING AIDS \_\_\_\_\_

CONTINUING EDUCATION \_\_\_\_\_

DEPOSIT BOX \_\_\_\_\_

EMPLOYMENT SEARCH \_\_\_\_\_

FIREARMS, AMO & DEFENSE ITEMS (POLICEMAN) \_\_\_\_\_

GAMBLING LOSSES \_\_\_\_\_

INVESTMENT ADVISORY FEES \_\_\_\_\_

IRA CUSTODIAL FEES \_\_\_\_\_

LICENSING \_\_\_\_\_

PROTECTIVE CLOTHING \_\_\_\_\_

TRADE PUBLICATIONS \_\_\_\_\_

TAX PREPARATION \_\_\_\_\_

TELEPHONE, CELL & INTERNET CONNECTION \_\_\_\_\_

TOOLS & EQUIPMENT \_\_\_\_\_

UNIFORM & MAINTENANCE EXPENSE \_\_\_\_\_

UNION/ASSOCIATION DUES \_\_\_\_\_

OUTSIDE SALESMAN EXPENSES  
FORM 2106  
2011

PAGE 1 of 2

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AUTOMOBILE MILEAGE

AUTO MILEAGE - TOTAL \_\_\_\_\_

AUTO MILEAGE - BUSINESS PORTION \_\_\_\_\_

AUTOMOBILE ACTUAL EXPENSES

AUTO GAS & WASHES \_\_\_\_\_

AUTO INSURANCE \_\_\_\_\_

AUTO LEASE PAYMENTS \_\_\_\_\_

AUTO REGISTRATION \_\_\_\_\_

AUTO REPAIRS & TIRES \_\_\_\_\_

AUTO DEMO FEES (CAR SALESMAN) \_\_\_\_\_

AUTO PURCHASE - DATE / PRICE \_\_\_\_\_

COMPANY REIMBURSEMENT \_\_\_\_\_

MISCELLANEOUS

BUSINESS ENTERTAINMENT MEALS \_\_\_\_\_

BUSINESS GIFTS & PROMOTIONS \_\_\_\_\_

CONTINUING EDUCATION \_\_\_\_\_

OFFICE SUPPLIES & SMALL MACHINES \_\_\_\_\_

PROFESSIONAL ORGANIZATIONS \_\_\_\_\_

PUBLICATIONS & BOOKS \_\_\_\_\_

SOFTWARE & COMPUTER PARTS \_\_\_\_\_

TELEPHONE & CELL \_\_\_\_\_

TELEPHONE-INTERNET CONNECTION \_\_\_\_\_

TOOLS & PROTECTIVE CLOTHING \_\_\_\_\_

UNIFORMS \_\_\_\_\_

TRAVEL EXPENSES

AIR FARES \_\_\_\_\_

LODGING \_\_\_\_\_

GROUND TRANSPORTATION \_\_\_\_\_

MEAL EXPENSE \_\_\_\_\_

TOTAL DAYS AWAY ON OVERNIGHT \_\_\_\_\_

COMPANY REIMBURSEMENT \_\_\_\_\_

OUTSIDE SALESMAN EXPENSES - CONTINUED

=====

HOME OFFICE EXPENSE

HOME - TOTAL SQUARE FOOTAGE \_\_\_\_\_

HOME - OFFICE AREA SQUARE FOOTAGE \_\_\_\_\_

HOME OWNER'S INSURANCE \_\_\_\_\_

ELECTRIC \_\_\_\_\_

GAS \_\_\_\_\_

WATER \_\_\_\_\_

TRASH \_\_\_\_\_

SEWER \_\_\_\_\_

CAPITAL PURCHASES

COMPUTER PURCHASE \_\_\_\_\_

OFFICE EQUIPMENT PURCHASE \_\_\_\_\_

OTHER EQUIPMENT PURCHASES \_\_\_\_\_



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**REQUIRED SOURCE DOCUMENT**  
**LIST**  
**2009**

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**THE FOLLOWING LIST OF DOCUMENTS ARE REQUIRED IN ORDER TO MATCH INCOMES AND EXPENSES THAT ARE BEING REPORTED TO THE IRS ON YOUR SOCIAL SECURITY OR EIN NUMBERS. I NEED TO BE SURE WE MATCH THESE NUMBERS EXACTLY TO KEEP YOUR RETURN FROM BEING BUMPED OFF THE CONVEYOR BELT FOR FURTHER SCRUTINY. YOU CAN PROVIDE ME WITH FAX COPIES AND THE BASIC LIST INCLUDES THE FOLLOWING FORMS:**

=====

<b>W-2 FORMS</b>	<b>REPORTS YOUR WAGES</b>
<b>W-2G FORMS</b>	<b>REPORTS YOUR WINNINGS FROM GAMBLING ACTIVITY</b>
<b>1099-INTEREST</b>	<b>REPORTS YOUR INTEREST EARNINGS FROM BANKS AND CREDIT UNIONS</b>
<b>1099-DIVIDEND</b>	<b>REPORTS YOUR DIVIDEND EARNINGS FROM MUTUAL FUNDS AND BROKERS</b>
<b>1099-MISCELLANEOUS</b>	<b>REPORTS EARNINGS PRIZES, AWARDS AND SELF-EMPLOYMENT ACTIVITY</b>
<b>1098-MORTGAGE</b>	<b>REPORTS INTEREST, TAXES &amp; INSURANCE PAID ON YOUR HOME AND/OR RENTAL PROPERTIES</b>
<b>1098-GROSS PROCEEDS FROM REAL ESTATE</b>	<b>REPORTS GROSS SALES PROCEEDS FROM REAL ESTATE YOU SOLD</b>
<b>1099-G</b>	<b>REPORTS INCOME RECEIVED DUE TO UNEMPLOYMENT INCOME</b>
<b>GROSS PROCEEDS FROM STOCK TRADES</b>	<b>REPORTS THE GROSS PROCEEDS FROM THE SALE OF STOCK YOU OWNED AND TRADED. UNFORTUNATELY YOU NEED TO LIST THE COST BASIS AND DATES YOU ACQUIRED THE STOCK TO DETERMINE THE GAIN OR LOSS ON THE TRANSACTIONS, OTHERWISE YOU WILL PAY TAX ON THE SALES AMOUNT. YOU NEED TO GET A "REALIZED GAINS &amp; LOSSES" REPORT FROM YOUR BROKER TO GET THIS RIGHT.</b>
<b>REAL ESTATE CLOSING DOCUMENTS (HUD-1)</b>	<b>SHOWS NECESSARY DETAIL FOR REAL ESTATE PURCHASES, SALES AND RE-FINANCING</b>