

## STOCK / PROPERTY SALES

Bring to your interview all YEAR END brokerage statements (1099B Forms)

We need the following information for each transaction. If you do not have the information please contact your broker for assistance before coming to your tax appointment.

Description / Name of Stock	Date property or Stock was acquired	Date Property or Stock was Sold or Became Worthless	Sales Price	Cost or other basis*

\*For inherited property – the basis is the value at the time of death.

\*For property received as a gift the basis is the donor's cost.

## MUTUAL FUND SALES

Bring to your interview year end statements for all mutual funds.

If you sold shares in a mutual fund we will need the following:

- The calculation of gain or loss on the current year statement
- OR if the gain or loss is not on the current year statement we will need all the year end statements for the fund from the first date of purchase

If we have to calculate your cost/basis there will be an additional charge.

## CURRENTLY HELD RETIREMENT ACCOUNTS

If you are 70 years or older by 12/31/09 bring the year-end values of all your retirement accounts as of 12-31-08 and 12-31-09

For people under 70 we will need your year-end values only if you withdrew money from your IRA or converted your regular IRA to a Roth IRA

TAXPAYER		SPOUSE	
Account Name	Year End Value	Account Name	Year End Value

## 2009 CONTRIBUTIONS TO IRA, KEOGH, SEP, SIMPLE

TAXPAYER			SPOUSE		
Plan	Date	Amount	Date	Amount	
Traditional IRA					
Roth IRA					
Education IRA					
Keogh					
Sep					
Simple					

You have until April 15, 2010 to make additional contributions for 2009. Please discuss this possibility with your preparer. Bring any information regarding transfers, rollovers and Roth IRA conversions and withdrawals to your interview.