

2011 YEAR-END TAX PLANNING WORKSHEET

This worksheet is designed to make organizing your year-end tax planning a little easier. While not intended to be comprehensive, it can help you get ready to discuss your tax situation with your financial advisor and tax professional.

Please coordinate with my tax professional.

Name: _____

Phone number: _____

Email address: _____

The following are some issues you may wish to consider.

INCOME AND TAXES

Types of income you will have for 2011. (Different categories carry different tax rates.)

- Salary Short-term investment gains IRA withdrawals
 Interest Long-term investment gains Other income: _____
 Dividends Social Security _____

- Consider whether you:**
- Will be subject to taxes on distributions from mutual fund holdings.
 - Need to adjust your asset allocation to align with your investment objectives.
 - Could use tax-loss harvesting to offset gains.
 - Can control 2011 income and deductions.
 - Could be subject to the alternative minimum tax (AMT).
 - Have fully funded education savings accounts.

RETIREMENT PLANNING

- Consider whether you:**
- Are maxing out your retirement plan contributions and catch-up provisions, if eligible.
 - Should convert to a Roth IRA in tax year 2011.
 - Are using municipal bonds and municipal bond funds for tax-exempt income.
 - Need to take required minimum distributions from retirement accounts.
 - Retired in 2011.

CHARITABLE GIVING

- Consider whether you:**
- Are planning to make charitable contributions in 2011.
 - Can accelerate future years' gifts into 2011 to capitalize on tax law changes.
 - Have highly appreciated assets that could be incorporated into your charitable-giving strategy.
 - Should gift assets to reduce future estate taxes.
 - Can make gifts to children or grandchildren to reduce your estate.
 - Can fund your children or grandchildren's college education with a tax-deferred plan.
 - Can use a qualified charitable distribution from an IRA.

(continued on next page)

ESTATE PLANNING

- Consider whether you: Should review estate planning objectives.
 Should review estate plan documents and adopt flexible language, given legislative changes.

SMALL BUSINESS OWNERS

- Consider whether you: Are eligible for additional contributions to your retirement plan.
 Can control income and deductions.

KEY DATES FOR TAX YEAR 2011

- 10/17/2011:** Deadline to receive an extension to file and pay your 2010 income tax return
10/17/2011: Deadline to recharacterize 2010 IRA conversions
12/30/2011: Last day to sell securities to realize a gain or loss
12/30/2011: Last day to establish a qualified retirement plan for 2011. SEP IRA plans may be established until the tax-filing deadline (generally April 15) plus extension
12/30/2011: Last day to make charitable contributions for 2011
12/31/2011: Last day to elect average cost display for open-end mutual funds on 2011 1099s
01/17/2012: Fourth estimated payment for 2011 due
01/31/2012: Deadline for employers to send W-2s/1099s to individuals
02/15/2012: Deadline for financial institutions to send 1099s to individuals (Delayed 1099s will be sent 30 days after)
04/17/2012: Deadline to file individual income tax return or file for an extension with IRS
04/17/2012: Last day to contribute to traditional and Roth IRAs for 2011
10/15/2012: Deadline to recharacterize 2011 IRA conversions

DOCUMENTS YOU MAY NEED

- Copies of your 2009 and 2010 income tax returns
 W-2 from your employer
 Brokerage statements (1099-B) and any statements showing investment purchase/sale dates
 Dividend and interest statements (1099-DIV and 1099-INT and 1099-OID)
 Social Security statement (1099-SSA) and/or retirement distributions (1099-R), if applicable
 Statements reporting profits from partnerships, trusts and small businesses (K-1)
 Mortgage interest statements (1098)
 Student loan interest statements (1098-E)
 Receipts or proof of: Charitable gifts Medical/dental expenses Education expenses
 Moving expenses Daycare/childcare costs
 Other _____

NOTES

IMPORTANT NOTE: TAX REGULATIONS ARE COMPLEX AND EVER-CHANGING. BE SURE TO CONSULT WITH YOUR FINANCIAL ADVISOR AND TAX PROFESSIONAL FOR ADVICE ON YOUR INDIVIDUAL SITUATION.
