WALTEN FINANCIAL SERVICES
CLIENT TAX ORGANIZER

Client Name	
Preparer	

In order of preference, indicate method(s) to use if we have questions or need additional information.

	Contact Method (home/work/cell/email)	**Contact phone number or email address**	**Best time to call (Mon-Fri, 8:00am – 6pm ET)**
1.			
2.			
3.			

When your tax returns are complete, where do you want them mailed?	☐ **To My Home**	☐ **To My Work**
Would you like to receive quarterly e-mail tax news/updates from Walten Financial Services?	☐ **Yes**	☐ **No**

Please return the completed organizer to your **Walten Financial Services**,
or you may also mail it directly to Tax Services at:

Walten Financial Services
1934 Old Gallows Road
Vienna, VA 22182

Staple void check (not deposit slip) here for direct deposit of tax refund

BE SURE TO INCLUDE THE FOLLOWING:	
☐	This Tax Organizer completed in its entirety.
☐	2007 Engagement letter – tax returns will not be started until a signed copy is received.
☐	**NEW CLIENTS ONLY** - A copy of your prior year federal and state tax return(s).
☐	Voided check **(not a deposit slip)** from bank account if direct deposit of refund is requested (Please staple to page 1).
☐	Any tax notices/corrections you have received from the IRS or state agency, or any other items you have questions about.
☐	Year-end brokerage statements showing transactions for mutual fund shares, stocks, bonds, and other investment accounts.
☐	Copies of real estate tax bills and other information relating to real property holdings.
☐	Copies of closing statements regarding the sale, purchase or refinance of real property.
☐	Copies of any notices you received from the IRS or state department of revenue regarding your prior year return.
☐	Copies of all forms received from list below. Note: for each form number, write in quantity of each form you are providing)

Tax Forms Included - write the quantity of each form in the spaces provided

DO NOT COUNT DUPLICATE COPIES OF THE SAME FORM

Form Number	# of forms included	Form Number	# of forms included
Forms W-2 (Wages, salaries, tips, and other comp.)		Forms RRB-1099 (Railroad retirement)	
Forms W-2G (Gambling or lottery winnings)		Forms 5498 (IRA contribution information)	
Forms 1099-DIV (Dividend income)		Schedule K-1 (Partnership, S-Corp, trust income)	
Forms 1099-INT/OID (Interest income)		Form 4868 (Extension of time to file)	
Forms 1099-B (Sales of stock)		HUD-1 (Settlement for sale/purchase of home)	
Forms 1099-MISC (Miscellaneous income)		Other form (specify):	
Forms 1099-S (Sales of real property/home)		Other form (specify):	
Forms 1099-R (Dist. from pensions, annuities)		Other form (specify):	
Forms 1099-G (Unemployment/state refunds)		Other form (specify):	
Forms 1099-Q (Qualified education programs)		Other form (specify):	
Forms 1099-E (Student loan interest)		Other form (specify):	
Forms 1099-SA (Distributions from an HSA)		Alimony Received	$
Forms 1098 (Mortgage interest)		Taxable Scholarships & Fellowships	$
Forms 1098-C (Contributions for motor vehicles)		Jury Duty Pay	$
Forms 1098-E (Student loan interest)		Household employee income not on W-2	$
Forms 1098-T (Tuition statement)		Excess Minister's Allowance	$
Forms SSA-1099 (Social security benefits)		Alaska permanent fund dividends	$

Other Forms/Documents provided:

2007 TAX RETURN PRICING

Main Tax Return Forms	
Form 1040 – Individual (Long Form) – includes e-file form(s)	$150
Form 1040 – *for dependent*	$60
Form 1040-A – Individual (Short Form–includes Sch. 1,2,3)	$100
Form 1040-EZ – Individual EZ Form	$75
Form 1040-EZ – *for dependent*	$35
Form 1040X (if Tax Services prepared the original return)	$125
Form 1040X (if original return not prepared by Tax Services)	$275
State Individual Income Tax Return, Qty 1	$40
State Individual Income Tax Return, Qty 2	$40 ea.
State Individual Income Tax Return, Qty 3 or more	$40 ea.
Amended State Tax Return	$125
Children's/Dependent's State Return	$50
State Income Tax Return for Rental Property Only	$55
City, County, Local, or School District Return	$55
NFR fee – if a federal or state return is requested, but preparation determines that the client does not have a filing requirement, a "no filing requirement" fee will be charged	$35
Estate/Trust/Partnership/Corporate/Gift Tax Returns	Call for estimate

Forms & Schedules – priced as marked	
Schedule C – Profit or Loss from Business	$125
Schedule D and D-1 – Capital Gains & Losses, per transaction ($150 max)	$10
Schedule E - K1 or Royalty	$65 ea.
Schedule E - Rental Property, per property	$65ea.
Schedule F – Profit or Loss from Farming	$125
Form 2555 – Foreign Earned Income Exclusion	$125
Form 3115 – Application for Change in Acct. Method	$150
Form 4562 – Depreciation and Amortization, per transaction	$10
Form 4797 – Sales of Business Property, per transaction	$25
Form 4835 – Farm Rental Income & Expenses	$125
Form 8606 – Nondeductible IRA Expenses	$35
Form 8880 – Retirement Savings Credit	$35
All Other Forms & Schedules……………………………..	$65 ea.

Other Services	
Accounting Charges/Research/Representation, per hour	$150
Mutual Fund Statements, per year, per account– no maximum	$5
Cost Basis Calculation services, per account (Average Cost method only) - $10 per year from year of account inception ($150 max, does not include mutual fund statements). e.g. account opened in 1995 = $120 CB calc fee	

Forms Prepared at No Charge

- Form 1040-ES – Estimated Payments
- Form 1040-V – Payment Voucher
- Form 2210 – Underpayment of Estimated Tax
- Form 8879 – E-file Signature Authorization
- Form TD F 90-22.1 – Foreign Bank Account

Discounts	
Fee for Service Client (FFS) – plus EB or CZ only	30%
Loyalty (returning tax prep clients) – plus EB or CZ only	20%
Select Investor Client (SIP) – plus EB or CZ only	20%
New Tax Command Client in Early Bird period only	10%
Early Bird (EB) – info must be received by March 2, 2007	10%
Combat Zone (CZ) – cannot be combined with EB discount	10%

<u>DO YOU NEED A COST BASIS?</u> If you traded/sold any stocks; cashed in mutual funds or transferred mutual funds/stocks – you may receive a Form 1099B. Form 1099B lists the selling price of your transaction and is considered fully taxable unless you offset (subtract from this amount) with the purchase price or cumulative purchase price (cost basis). The resulting amount is your capital gain or capital loss, which is reported on Schedule D. Without your cost basis amount, the IRS will consider the selling price amount fully taxable and taxes will be due on this amount.

ELECTRONIC FILING – AVAILABLE FOR REFUNDS ONLY

If your federal tax return is eligible for **electronic filing**, would you like to file electronically?	☐ **Yes**	☐ **No**
If your state tax return(s) is eligible for **electronic filing**, would you like to file electronically?	☐ **Yes**	☐ **No**

Please note that tax returns with refunds will be accepted for electronic filing. Other returns which have taxes due will be returned with a paper filing copy. If electronic filing is still requested after receiving the filing copy, please notify us and we will electronically file your return. Payments have to be made to the proper taxing authority by the tax due date. It is the responsibility of the taxpayer to ensure that these payments are made on a timely basis.

DIRECT DEPOSIT OF REFUND

How would you prefer your tax refund processed if you receive one?	Federal	State
I want the refund directly deposited into my account (complete account information below).	☐	☐
I want a check mailed to me.	☐	☐
I want to apply the refund to my next year's tax liability.	☐	☐

If direct deposit option was selected, please **staple a voided check from the account you wish your refund to be deposited to page 1 of the CTO.**

Name of your financial institution ....

Routing Transit Number (must begin with 01 through 12 or 21 through 32) ....

Account number ....

What type of account is this? .... Checking ☐ Savings ☐

PAYMENT OPTIONS OF TAX PREPARATION FEES

☐ **I want to pay my tax preparation fees by credit card:**

Credit Card information: ☐ Visa ☐ MasterCard ☐ American Express Expires

Account # Print Name on Card

☐ I want to pay my tax preparation fees by having them deducted from my tax refund:
(Please note the bank charges an extra fee for this service)

☐ Check or Money Order payable to Walten Financial Services *(sorry, this option is only available to returning Tax Services clients)* ***NOTE: PLEASE DO NOT PAY IN ADVANCE***

Please note: Payment is due at the time of service

PERSONAL INFORMATION

	TAXPAYER				SPOUSE			
Name (Last, First, MI, Suffix)								
Maiden/Former Last Name								
Social security number								
Occupation								
Work phone/Extension								
Cell phone number								
E-mail address								
Date of Birth	MM/DD/YYYY				MM/DD/YYYY			
Date of Death.................................	MM/DD/YYYY				MM/DD/YYYY			
Blind	Yes	☐	No	☐	Yes	☐	No	☐
Disabled	Yes	☐	No	☐	Yes	☐	No	☐
Contribute to Presidential Election Campaign Fund?	Yes	☐	No	☐	Yes	☐	No	☐
Eligible to be claimed as a dependent on another return?	Yes	☐	No	☐	Yes	☐	No	☐

Home address ....

Home Phone .... Foreign phone ....

Fax number .... Foreign country ....

FILING STATUS

☐ Single

☐ Married filing jointly

☐ Married filing separately (For married filing separate be sure to complete spouse's information above)

Check this box if you **did not** live with your spouse at any time during the year.. ☐

Check this box if your spouse had no gross income and was not the dependent of another taxpayer ☐

Check this box if you are eligible to claim spouse's exemption.. ☐

Check this box if your spouse itemizes deductions .... ☐

☐ Head of household

If the qualifying person is a child but not a dependent, list

Child's name.......... Child's social security number.......

☐ Qualifying widow(er)

Check the box for the year the spouse died .... 2006 ☐ 2007 ☐

Full Name (First name, middle initial, last name, suffix)			Social Security Number / Relationship	(1) Code / (2)(3) # Months	Birth date / (4) Not a Citizen
					☐
					☐
					☐
					☐
					☐

(1) For the Dependent Code, enter the following

L = dependent child who lived with you

N = dependent child who didn't live with you due to divorce or separation

O = other dependent

Q = not a dependent (but is a person who qualifies you for the earned income credit and/or the child care credit)

(2) Number of months that the dependent lived with the taxpayer or spouse in the U.S.

(3) Military personnel on extended active duty outside the U.S. are considered to be living in the U.S. during that duty period.

(4) Check this box if dependent child is not a U.S. citizen or resident alien

PLEASE ANSWER *EVERY* QUESTION.

Questions not answered will be interpreted as "no" or "not applicable". Use page 9 for notes or questions.

GENERAL QUESTIONS					Yes	No
Do you have a County, City, or School District tax return that you require?					☐	☐
If **YES**, please list additional returns required:						
Do you want to allow your tax preparer to discuss this year's return with the IRS if necessary?					☐	☐
Did you serve in a combat zone during 2007?	Date deployed		Date returned		☐	☐

PERSONAL INFORMATION	N/A	Yes	No
Did you purchase a motor vehicle or boat during 2007? **If yes**, provide documentation showing sales tax paid.		☐	☐
Did your marital status change during 2007?		☐	☐
If **yes**, explain	**N/A**	**Yes**	**No**
If separated and filing married filing separate status: Did you live apart from your spouse all year?	☐	☐	☐
If spouse died, was cause of death related to a military combat zone, military action or terrorist action?	☐	☐	☐
If combat zone wages were received, do you wish to include them in determining the Earned Income Credit?	☐	☐	☐
Did you change your name on your social security card either for marriage or other reasons?		☐	☐
Do you or your spouse plan to retire in 2008?		☐	☐
Were you or your spouse permanently and totally disabled in 2007?		☐	☐
Do you expect your income or deductions to change significantly in the following year?		☐	☐

DEPENDENT INFORMATION	No dependents ☐	Yes	No
Were there any changes in dependents from the prior year?		☐	☐
Do you have dependents that are required to file a tax return?		☐	☐
If yes, do you want us to prepare the return(s)? Please note that if you check yes, you will incur one of two fees – either tax return preparation fees, or if it is determined that your child does not have a filing requirement, a $35 NFR (no filing requirement) fee.		☐	☐
Do you have children under age 18 with investment income greater than $1,700?		☐	☐
If yes, do you want to include your child's income on your return if applicable?		☐	☐
Are any of your dependents **not** U.S. citizens or residents?		☐	☐
Were you furnished dependent care benefits at your workplace?		☐	☐
If yes, enter any amounts forfeited from a flexible spending account (dependent care benefit account).....................................		$	
Did you provide over half the support for any other person during 2007?		☐	☐
Did you incur adoption expenses during 2007?		☐	☐

IRA, PENSION PLAN, EDUCATION SAVINGS ACCOUNT	Yes	No
Did you receive payments from a pension or profit-sharing plan?	☐	☐
Did you receive a lump sum distribution from your employer?	☐	☐
Did you "convert" a lump sum distribution into another plan or IRA account?	☐	☐
Did you transfer IRA funds to a Roth IRA this year?	☐	☐
Have you elected a lump sum treatment for any retirement distributions after 1986?	☐	☐
Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution?	☐	☐
Did you convert all or part of a regular IRA into a Roth IRA?	☐	☐
Did you contribute to a Coverdell Education Savings Account?	☐	☐
If you contributed to a 529 Plan, are they deductible in your state?	☐	☐

ITEMS RELATED TO INCOME / LOSSES	Yes	No
Did you receive any disability payments in 2007?	☐	☐
Did you receive any tip income **not** reported to your employer?	☐	☐
Did you sell, purchase or refinance a principal or secondary residence in 2007?	☐	☐
Do you have any installment sale amounts from relatives?	☐	☐
Did you incur any casualty or theft losses during the year?	☐	☐
Did you incur any non-business bad debts?	☐	☐

HEALTH AND LIFE INSURANCE	Yes	No
Did you or your spouse have self-employed health insurance?	☐	☐
If you or your spouse are self-employed, are either of you covered under an employer's health plan at another job?	☐	☐
Did you or your spouse participate in a medical savings account during the year? If **yes**, please include Form 1099-SA (Distributions from an HAS, Archer MSA or Medicare+Choice MSA.)	☐	☐
Did your employer pay premiums on life insurance in excess of $50,000 where the proceeds are payable to beneficiaries named by you?	☐	☐

GIFTS AND EDUCATION INFORMATION	Yes	No
Did you or your spouse make gifts of over $12,000 to an individual or contribute to a prepaid tuition plan?	☐	☐
Did you make gifts to a trust?	☐	☐
Did you pay interest on a student loan for yourself, your spouse, or your dependents?	☐	☐
Did you, your spouse, or your dependents attend college or a vocational school in 2007?	☐	☐
Did you contribute to or receive a distribution from a Coverdell Education Savings Account? Include copies of Form 1099Q received for any distributions.	☐	☐

INVESTMENT QUESTIONS	Yes	No
Have you sold any stock or had any mutual fund distributions/withdrawals in 2007?	☐	☐
Did you receive stock from a stock bonus plan with your employer? (Do not include stock sales included on your W-2)	☐	☐
Did you buy or sell (cash withdrawals) any mutual fund shares, stocks or bonds during the year? If yes, include broker's information (such as Form 1099-Bs and broker annual statements) related to the transactions.	☐	☐
Did you exchange any securities for other securities or any other property held for investment?	☐	☐
Did you acquire stock substantially identical to stock sold at a loss within a period beginning 30 days prior to and ending 30 days after the date of sale?	☐	☐
Did you engage in any transactions involving traded options?	☐	☐
Did you engage in any transactions involving commodity future contracts and straddle positions?	☐	☐
Do you have any worthless securities or any loans that became uncollectible this year?	☐	☐
Did you surrender any U.S. savings bonds during 2007?	☐	☐
Did you use the proceeds of Series EE U.S. savings bonds purchased after 1989 to pay for higher education expenses?	☐	☐

BUSINESS/INVESTMENT QUESTIONS	Yes	No
Did you realize a gain or loss on property that was taken from you by destruction, theft, seizure, or condemnation?	☐	☐
Do you have any investments for which you were **not** personally "at risk" (other than sole proprietorship or farm)?	☐	☐
Did you own an interest in a Real Estate Mortgage Investment Conduit (REMIC) during 2007?	☐	☐
Did you use a portion of your home in a business activity (office in home)?	☐	☐
Do you have any business-related educational expenses?	☐	☐
Do you have records, as described below, to support expenses? **Note:** Tax law and IRS regulation allow deductions for travel and entertainment if adequate records can be presented. Information must include: **1.** Amount; **2.** Time and place; **3.** Date; **4.** Business purposes; **5.** Description of gift(s); and **6** Business relationship of recipient.	☐	☐

STUDENT LOAN INTEREST PAID (Include copies of all tax forms)	
Enter the total interest you paid in 2007 on qualified student loans	$

ALIMONY PAID			
Recipient's social security number		Alimony paid	$
Recipient's social security number		Alimony paid	$

	TRADITIONAL IRA CONTRIBUTIONS	Taxpayer	Spouse
1	Traditional IRA contributions made for 2007........	$	$
2	Check if you were covered by a retirement plan at work	☐	☐
3	Check if you wish to make an additional contribution to your traditional IRA before the due date of your return ..	☐	☐
4	If line 3 is checked, check this box to contribute the maximum allowable amount	☐	☐
5	Or enter the amount you wish to contribute	$	$
	If you (a) received traditional IRA distributions during 2007 **and** you have made **nondeductible** IRA contributions to any of your traditional IRAs, including SIMPLE IRAs, **OR** (b) choose to make any **nondeductible** traditional IRA contributions for 2007, please answer questions 6 – 8.		
6	Enter the value of **all** of your IRAs on 12/31/2007	$	$
7	Enter your total basis in traditional IRAs for 2005 and earlier years. (This is the total of all contributions less any contributions deducted from your tax returns in prior years) Provide a copy of latest Form 8606 filed	$	$
8	Enter the value of **all** recharacterizations after 12/31/2007	$	$
9	Enter the amount of any outstanding rollovers as of 1/1/2007	$	$

	ROTH IRA CONTRIBUTIONS	Taxpayer	Spouse
1	Roth IRA contributions made for 2007	$	$
2	Check if you wish to make an additional contribution to your Roth IRA before the due date of your return	☐	☐
3	If line 2 is checked, check this box to contribute the maximum allowable amount	☐	☐
4	Or enter the amount you wish to contribute	$	$

EDUCATOR DEDUCTIONS	Taxpayer	Spouse
Educator expenses (limited to $250 of teaching expenses for your classroom) (Taxpayer and/or Spouse) Please list total expenses as the amount over $250 may be deductible on Schedule A – Itemize Deductions – Misc.	$	$

PRIOR YEAR TAX INFORMATION	Yes	No
Were you notified by the IRS or state taxing authority of questions or changes to a prior year's return?	☐	☐
Were there changes to a prior year's income, deductions, credits, etc. which would require filing an amended return?	☐	☐

FOREIGN INCOME/ BANK INFORMATION	Yes	No
Did you have foreign income or pay any foreign taxes in 2007?	☐	☐
At any time during the tax year, did you have an interest in or a signature or other authority over a bank account, or other financial account in a foreign country? If **yes**, enter the name of the foreign country:	☐	☐
Did you establish or provide funds to a foreign trust that existed during the tax year, whether or not you have any beneficial interest in the trust?	☐	☐

MISCELLANEOUS	Yes	No
Did you employ any individual to perform household services, such as full-time live-in, cleaning, cooking or gardening?	☐	☐
If there were any dues paid to an association, was any portion required to be non-deductible due to political lobbying by the association? If **yes**, please include details on page 9........	☐	☐
Did you make a loan at an interest rate below market rate?	☐	☐
Did you receive any income not included in this Tax Organizer? If **yes**, please include information on page 9........	☐	☐
Did you incur any premature withdrawal penalties from a timed savings account?	☐	☐
Has the IRS disallowed an earned income credit (EIC) in a prior year for any reason? (Include copies of any notices)........	☐	☐

NOTE: If you answer YES to any of the following questions, please indicate if you have included the supporting documents.

	QUESTIONS REQUIRING ADDITIONAL INFORMATION	Yes	No	Documents	Required Information
1.	Do you plan to itemize your deductions for 2007?	☐	☐		Itemized Deductions
2.	Were your total non cash charitable contributions $500 or more in 2007?	☐	☐		Charitable Contributions
3.	Did you make estimated payments in 2007?	☐	☐		Estimated Tax Payments
4.	Did you have child & dependent care expenses in 2007?	☐	☐		Child & Dependent Care Expenses
5.	Did you have moving expenses in 2007?	☐	☐		Moving Expenses
6.	Did you have Education Tuition expenses in 2007?	☐	☐		Education Tuition & Fees
7.	Did you start a business, purchase a rental property, or acquire interests in partnerships or S corporations?	☐	☐		Business Income & Expenses
8.	Did you use your personal vehicle for business in 2007?	☐	☐		Business Use of Vehicle
9.	Did you have home office expenses in 2007?	☐	☐		Home Office Expenses
10.	Did you sell property or equipment on installment in 2007?	☐	☐		Prior Year Installment Sales
11.	Did you buy or sell any business assets in 2007?	☐	☐		Asset Acquisition/Disposition
12.	Did you have rental property/royalty in 2007?	☐	☐		Rental or Royalty Income
13.	Did you have Foreign Earned Income in 2007?	☐	☐		Foreign Earned Income
14.	Did you have any casualty or theft losses in 2007?	☐	☐		Casualty or Theft Loss
15.	Do you want us to prepare your 2007 state tax return(s)?	☐	☐		State Tax Return
16.	If you have the 41 months of phone records necessary to determine the exact amount of federal excise tax you paid from 3/03 thru 7/06 and would like to determine whether the amount is more than the standard refund, check "yes" for this question. If you check "no", you will automatically receive the Federal Excise Tax Rebate below, based on your number of exemptions: • **1 exemption**, the standard refund amount is: **$30** • **2 exemptions**, the standard refund amount is: **$40** • **3 exemptions**, the standard refund amount is: **$50** • **4 exemptions or more**, the standard refund amount is: **$60**	☐	☐		Federal Excise Tax Rebate
17.	Did you have expenses incurred in 2007 related to the 2005 hurricanes?	☐	☐		Hurricane Tax Relief
18.	Did you have any qualified adoption expenses for 2007?	☐	☐		Qualified Adoption Expenses
19.	Did you employ any full-time, live-in individuals to perform household services, such as cleaning, cooking, gardening, babysitting, or nanny duties in 2007?	☐	☐		Household Employment Taxes
20.	Did you have Farm income/expenses in 2007?	☐	☐		Farm Income/Expenses
21.	Did you receive a Form 1099-B for sale or stocks, bonds, mutual fund withdrawals in 2007?	☐	☐		Cost Basis
22.	Did you sell your home in 2007?	☐	☐		Sale of your Home

Notes or Questions

Please use this space to provide any additional information you feel will impact your tax return, or to ask any questions you have regarding your tax situation. Please note that any questions you have that do not apply to the preparation of this tax return will be answered as time permits during the preparation of tax returns.