

Checklist of Necessary Information
January 5, 2011

Dean Vohs, CPA
505 West Tulsa St
P.O. Box 501
Siloam Springs, AR 72761
Office: 1.800.249.4721
1.479.549.3925
Fax: 1.866.522.8817
1.479.524-6529

dean@deanvohs CPA.com

Dear Client:

If I have not sent you an organizer for this past year, but you need one, please call my office and one will be sent out immediately.

In order to complete your returns, I will need the following in addition to a signed engagement letter that is included on my website:

- Copy of your 2009 tax return, if we did not prepare your return
- CD with your 2009 tax information if you requested it last year
- Form(s) W2 (wages, etc)
- Form(s) 1099 (interest, dividends, etc.)
- Schedule(s) K1 (income/loss from partnerships, S corporations, etc.)
- Form(s) 1098 (mortgage interest) and property tax statements
- Brokerage statements from stock, bond, or other investment transactions
- Closing statements pertaining to real estate transactions
- All other supporting documents
- Any tax notices received from the IRS or other taxing authorities
- Receipt for public or private school tuition and school fees (books, computer, internet, etc)

Please contact me if you need further assistance.

Sincerely,

Dean Vohs