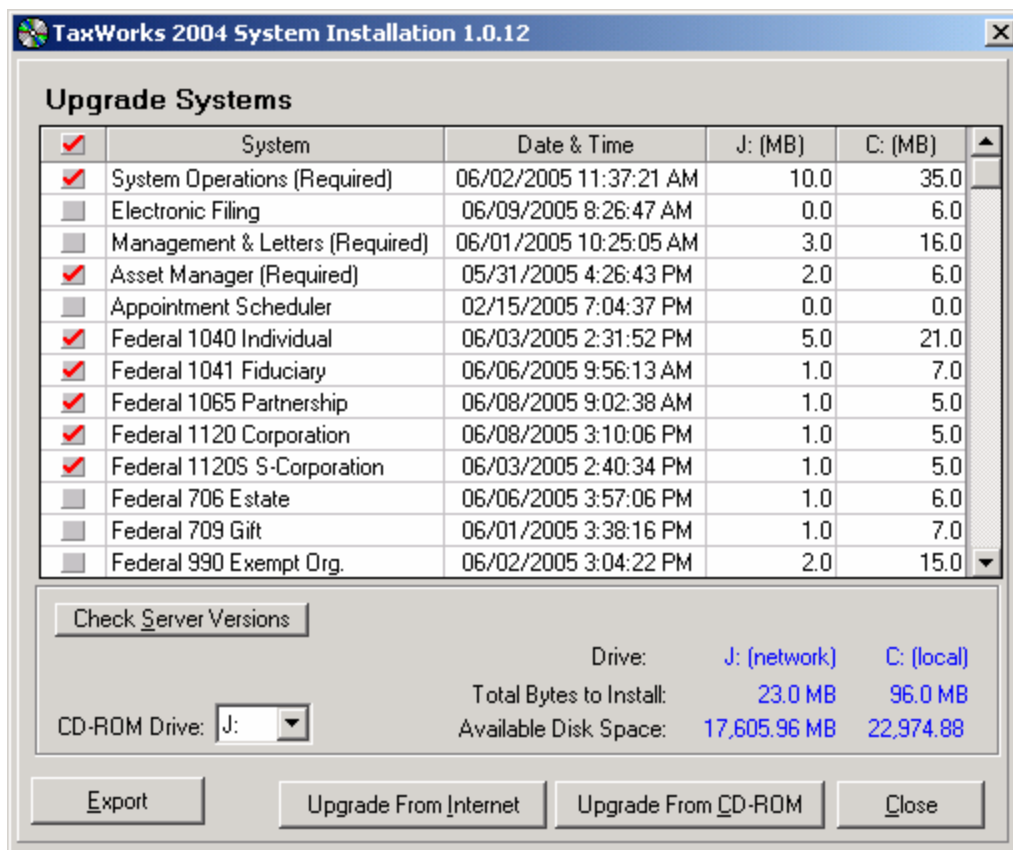




TaxWorksConversions2004

Conversion Process

1. As a precaution, backup your client data in your prior year software package.
2. Install the TaxWorks 2004 Demo (follow the installation instructions provided with the demo).
 - a. If you do not have a copy of the demo, call our Sales Team at (800) 230-2322.
3. After the installation is complete, open the TaxWorks 2004 Demo by clicking the *TaxWorks icon* located on your desktop.
4. If the Client Selection screen appears, click the *Close* button.
5. On the menu bar click "Installations", and then "Upgrade Systems".

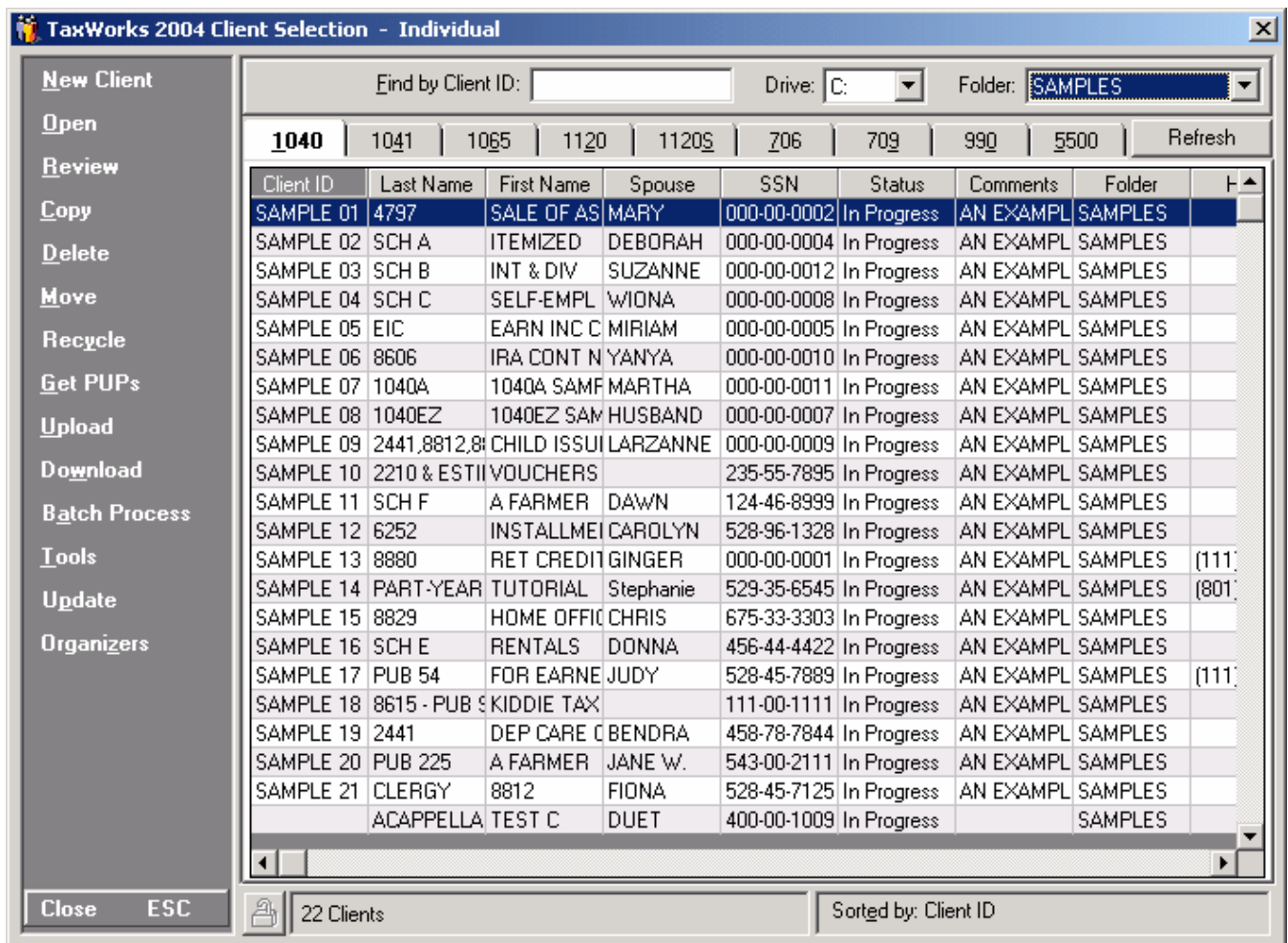


6. Tag the following items using your mouse. Do this by clicking on the gray box to the left of the item:
 - a. System Operations
 - b. Asset Manager
 - c. Federal Universal (Shared Forms)

Tag only the Federal systems for clients you wish to convert:

- d. Federal 1040 Individual
- e. Federal 1041 Fiduciary
- f. Federal 1065 Partnership
- g. Federal 1120 Corporation
- h. Federal 1120S S-Corporation

7. Click the *Upgrade From Internet* button (Upgrades may take up to 1 hour).
8. Once the upgrade is complete, click the *Close* button.
9. Files that were upgraded will automatically decompress.
10. TaxWorks 2004 will automatically open.
11. If the Client Selection screen appears, click the *Close* button.



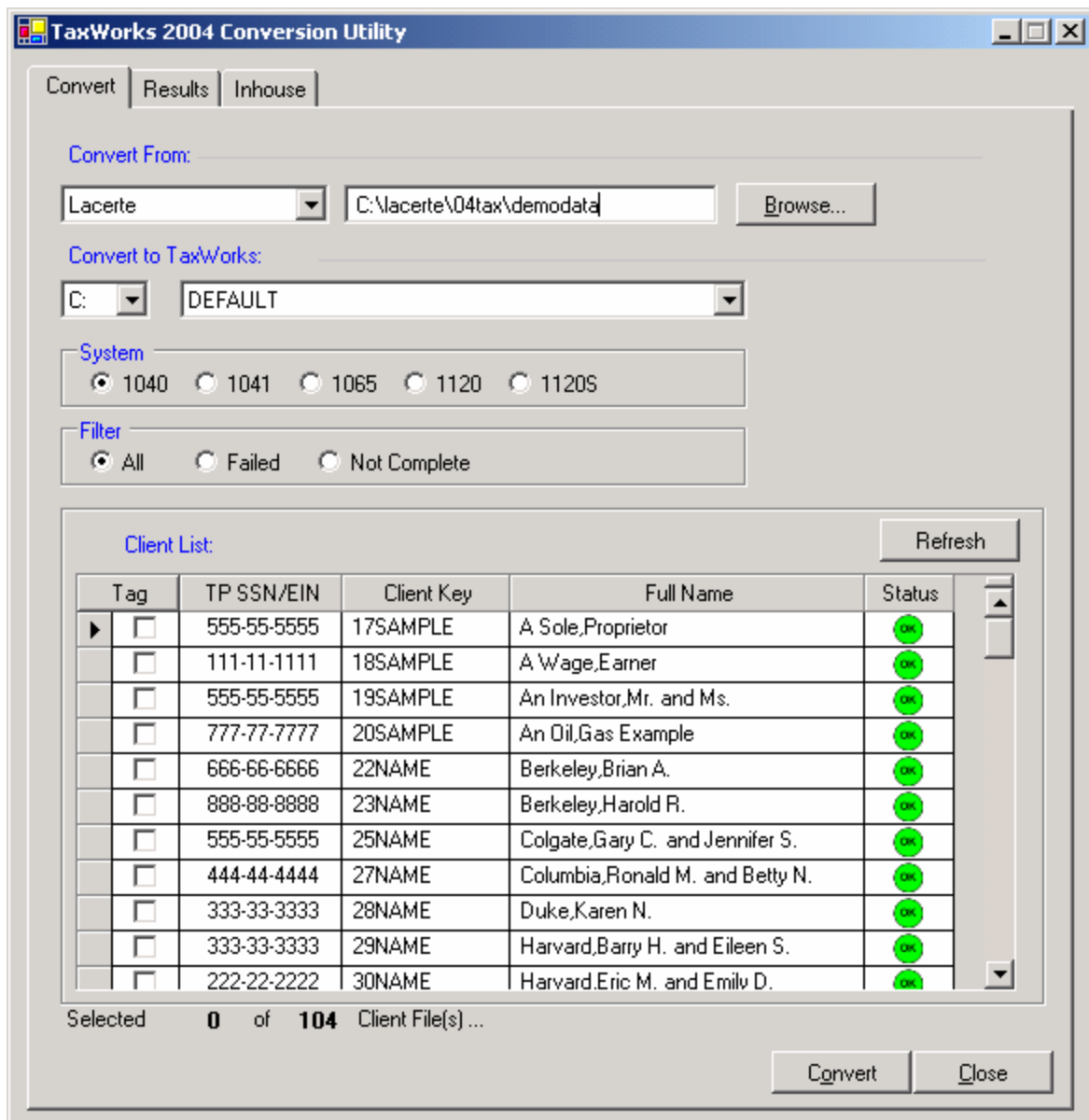
12. Click the *File* menu and select *Convert Clients*.
13. TaxWorks will automatically close.
14. The TaxWorks 2004 Conversion Utility will open.

15. Verify Lacerte Data Path:

- C:\lacerte\04tax\idata (Lacerte) - 1040
- C:\lacerte\04tax\fddata (Lacerte) - 1041
- C:\lacerte\04tax\pdata (Lacerte) - 1065
- C:\lacerte\04tax\cdata (Lacerte) - 1120
- C:\lacerte\04tax\sdata (Lacerte) - 1120S

Note: Vendor Data Path will change with system selected at the bottom of the screen.

16. Select the TaxWorks Drive (default is C:)
17. Select the TaxWorks Folder (default is DEFAULT)
18. Tag the clients you want to convert. Do this by clicking the gray box to the left of the client.
19. Click the *Convert* button.



20. Once the conversion is complete, the status of each client will be displayed in the *Status* column.
21. To view a conversion report. Click the *Results* tab.
22. When you are done click the *Close* button
23. TaxWorks 2004 will automatically open.
24. If the Client Selection does not open automatically click, the *Clients* button located on the button bar.
25. Carefully review your converted data files to be sure your converted data is accurate. If you have items that did not convert, manually enter them in the TaxWorks program. Double click on the desired client file; or, highlight the desired client and click *Open* located in the left column.
26. Verify that client data stated in the manual converted correctly.
27. If you have any questions or suggestions concerning the conversion process please contact us at support@taxworks.com or call (800) 843-1139.
28. Occasionally we will upgrade items in the conversion program. We will post upgrade changes on the web. You may reconvert clients affected by these changes.
CAUTION: Entries made in TaxWorks to previously converted clients will be lost.

Disclaimer Statement

The goals of the TaxWorks data conversion are as follows:

1. To convert only the Lacerte data (to TaxWorks format) that you will need to run the Update Clients, which transfers your 2004 TaxWorks data to 2005 TaxWorks.
2. To convert only the 2004 Lacerte data (to 2004 TaxWorks format) that will allow you to generate complete and accurate Tax Organizers.

The data conversion is NOT intended to do the following:

1. It is NOT intended to convert all of your data
2. It is NOT intended to allow you to generate a complete and accurate 2004 TaxWorks tax return!

Note: Do not process/prepare 2004 tax returns using only the converted information, as tax calculations may not be accurate. Some manual data entry may be required.

Asset Manager Conversions (All Systems)

- ? We recommend you print a copy of the TaxWorks Federal Depreciation Schedule and verify that the TaxWorks current depreciation amounts match those calculated by your prior software. Due to the many ways depreciation can be calculated, there may be slight differences that could require manual overrides in the TaxWorks Asset Manager.
- ? If you have overridden any depreciation calculations, please review them for accuracy.
- ? If you used 200% declining balance on any farm asset, you will need to override the current depreciation.
- ? If you had selected to delete the asset next year, the asset will not convert.

- ? Any asset carrying to Sch A points will be depreciated over the life of the asset using the Straight Line Method.
- ? Assets involved in a like-kind exchange may not convert properly, because of the difference in handling between the two systems. Please review them carefully to make sure the correct information is entered into the TaxWorks Asset Manager.
- ? Due to the limited amount of information being converted, if you have current year Section 179, the conversion may calculate a carryforward of these amounts. To remove the unused carryforward, open the TaxWorks 2004 Asset Manager, click the 179 button, and remove any unnecessary information.

Individual Conversions

Note: TaxWorks only converts the information necessary to prepare a Proforma and Taxpayer Organizer.

- ? Preparer Information – Will not convert.
- ? State information - Will not convert.
- ? Form 8863 Education Credit - If “Optimize” is selected in Lacerte this will not convert. To convert this you must select a credit type.
- ? Items selected for deletion for next year - May not be taken into account. You may have to manually remove some items after updating to 2004 in TaxWorks.
- ? 1099G -
 - o 1099G Income reported on Form - Not available from Lacerte
 - o 1099G Box 2 is for Tax year - Not available in Lacerte
 - o 1099G State info - Only available for one state in Lacerte
- ? 1040 Estimated Voucher - Estimate options will not convert
- ? Estimate Threshold - Will not convert.
- ? Form 2106 - Verify occupation.
- ? Detail statements – All amounts and descriptions may not convert.
- ? TaxWorks 2005 Taxpayer Organizer - Will be available November 2005.

Business System Conversions

- ? 1041 – If multiple beneficiaries have dollar distributions these amounts must be entered manually in TaxWorks Tier 1 and Tier 2 allocation boxes.
- ? 1041 – Form 5227 - Due to the limited amount of information being converted, carry forward amounts may not convert correctly.
- ? 1065 and 1120S – Schedule K Line 18a Type of Sec 59(e)(2) expenditures – Description will not convert; amount will.
- ? 1065 - Form 4835 – Will not convert.
- ? 1120 - NOL - Utilization amounts will not convert
- ? Detail statements – Detail statements – All amounts and descriptions may not convert.

Lacerte® to TaxWorks®

Automated Individual Conversion Items (1040)

The **underlined and bold titles** are the titles that correspond with the Forms Pane of the TaxWorks tax program. The *underlined Italicized* titles are the sub -titles within the input screen.

GI - General Information - Advanced

General Information

Taxpayer First Name and Initial

Taxpayer Last Name

Taxpayer Title / Suffix

Taxpayer Social Security Number

Taxpayer Occupation

Taxpayer Date of Birth

Taxpayer Blind =1

Taxpayer Date of Death

Taxpayer Home Phone Daytime / Evening

Taxpayer Work Phone Daytime / Evening

Taxpayer Cell Phone Daytime / Evening

Taxpayer Fax Number

Taxpayer Pres. Elect Campaign =1

Taxpayer Education Expense

Taxpayer Education Credit Type

Spouse First Name and Initial

Spouse Last Name

Spouse Title / Suffix

Spouse Social Security Number

Spouse Occupation

Spouse Date of Birth

Spouse Blind =1

Spouse Date of Death

Spouse Home Phone Daytime / Evening

Spouse Work Phone Daytime / Evening

Spouse Fax Number

Spouse Pres. Elect Campaign =1

Spouse Education Expense

Spouse Education Credit Type

Address, County and School

In care of

Street address

Apartment Number

Zip, City, State

County

Taxpayer E-mail Address

Spouse E-mail Address

Foreign address

Foreign street address

City, State / Province, Postal code

Country

Filing Status

Single

? Taxpayer is claimed on someone else's return

? Taxpayer is dependent of another but qualifies for Ed credit

Joint

? Check if spouse is claimed on someone else's return

? Spouse is dependent of another but qualifies for Ed credit

Married filing Separate

? Dual Status Alien

? Itemize

? Standard Deduction

? Claim Spousal Deduction

? Didn't live with Spouse all year

Head of household

Qualifying Widow(er)

? Year Spouse died

DI - Dependent Information

Dependent Information

First Name	Months Lived at Home
Last Name	Disabled
Date of Birth	College Student
Social Security Number	Child Care Expense
Relationship	Education Expense
	Education Credit Type

W2 – Wage W2

Wages and Tax information

Taxpayer = T	Medicare tax withheld
Spouse = S	Social security tips
Employee Name (if different)	Allocated tips
Employee Address (if different)	Advanced EIC payment
Employee City, State, Zip (if different)	Dependent care benefits
Employer's ID number	Nonqualified plans
Employer's Address	Box 12a
Employer's Zip	Box 12b
Employer's City	Box 12c
Employer's State	Box 12d
Foreign address	Statutory employee - To Sch. C#
Corrected Form W2	Retirement plan
Control Number	Third-party Sick Pay
Non-standard indicator	1 st and 2 nd State name
Prepare Substitute W2 (4852)	1 st and 2 nd State ID number
Wages, tips, other Compensation	1 st and 2 nd State Wages
Federal income tax withheld	1 st and 2 nd State tax withheld
Social security wages	1 st and 2 nd Local wages
Social security tax withheld	1 st and 2 nd Local tax
Medicare wages and tips	1 st and 2 nd Locality Name

W2G – Gambling Wages

Certain Gambling Winnings

Taxpayer = T	Winner's Name (if different)
Spouse = S	Winner's Address (if different)
	Winner's City, State, Zip (if different)

Payer's Federal ID number	Race
Payer's Address	Winnings from identical wagers
Payer's Zip	Cashier
Payer's City	Window
Payer's State	First ID number
Foreign address	Second ID number
Nonstandard Indicator	Two-letter state code
Gross winnings	Payer's State ID number
Federal income Tax withheld	Locality name
Type of wager	State income tax withheld
Date won	Locality withholding
Transaction	

1099R – Pensions

Distributions from Pensions, Annuities, Retirements, Etc

Taxpayer or Spouse Indicator	Federal income tax withheld
Payee's Name (if different)	Employee contributions or Insurance Premiums
Payee's Address (if different)	Net unrealized appreciation in employer's securities
Payee's City, State, Zip (if different)	Distribution Code
Payer's Federal ID number	IRA/ SEP/ SIMPLE
Payer's Name	Other
Payer's Address	Percent
Payer's Zip	Percent total distribution
Payer's City	Total employee contribution
Payer's State	1 st State Tax withheld
Foreign address	1 st and 2 nd State
Account Number	1 st and 2 nd State payer number
Distribution Rollover 1= IRA, 2= Roth	1 st and 2 nd State distribution
Prepare substitute 1099R (4852)	1 st State Local Tax withheld
Nonstandard indicator	1 st and 2 nd State Name of locality
Gross distribution	1 st and 2 nd State Local distribution
Taxable amount	Cost in plan at starting date
Taxable amount not determined	Age at starting date
Total distribution	Amount received tax free after 1986
Capital Gains included in line 2a	Annuity starting date

1099G – Government Payments

Government Payments

Taxpayer = T	Amount repaid
Spouse = S	State or local income tax refunds, credits or offsets
Recipient's Name (if different)	Box 2 amount is for tax year
Recipient's Address (if different)	Federal income tax withheld
Recipient's City, State, Zip (if different)	Taxable grants
Income Reported on Form	Agricultural payments
Payer's Federal ID number	Amount in box 2 applies to income from a trade or business
Payer's Address	1 st and 2 nd State tax withheld
Payer's Zip	1 st and 2 nd State
Payer's City	1 st and 2 nd State payer number
Payer's State	1 st and 2 nd State income
Payer's telephone number	
Account number	
Unemployment compensation	

1-1040 PG 1

1040 U.S. Individual Income Tax Return Pg 1

Household employee income not reported on W2	Self-Employed Insurance Deduction from S-Corp Taxpayer
Taxable graduate scholarship-fellowship amount	Self-Employed Insurance Deduction from S-Corp Spouse
Alimony received Taxpayer	Self-Employed KEOGH, SEP, & SIMPLE
Alimony received Spouse	Total contributions allowed
Other income	Alimony Paid 1 st recipient amount
<u>Adjustments to income</u>	1 st Recipients SSN
Educator expense	2 nd Recipients SSN
IRA contribution Taxpayer	Alimony paid 2 nd recipient amount
IRA contribution Spouse	<u>Other adjustments</u>
Covered by employer plan	Clean fuel
Student Loan interest deduction	Other adjustments
Self-Employed Health insurance deduction Taxpayer	
Self-Employed Health insurance deduction Spouse	

2-1040 PG 2

1040 U.S. individual Income Tax Return Pg 2

Force Itemized Deductions

Force Standard Deduction

DC First-time home buyer

Alcohol fuel credit

Enhanced oil recovery credit

Renewable electricity production credit

Empowerment zone employment credit

Indian employment credit

Contribution to community development Corp.

Non-Conventional source fuel credit

Recapture Taxes

Investment credit

Low-income housing credit

Qualified electric vehicle credit

Indian employment

Fed mortgage subsidy

New market credit

Uncollected tax on reported tips

Golden parachute

Refund

Preparer is Third Party Designee

Third Party Designee Name

Third Party Designee Phone Number

Third Party Designee Personal ID Number

SSA - Social Security Benefits

Social Security and Tier 1 Railroad Benefits

Taxpayer Total Social Security Benefits received

Taxpayer Total Medicare premiums paid

Taxpayer Total Tier 1 Railroad benefits received

Taxpayer Federal income tax withheld on benefits received

Spouse Total Social Security Benefits received

Spouse Total Medicare premiums paid

Spouse Total Tier 1 Railroad benefits received

Spouse Federal income tax withheld on benefits received

A - Schedule A

Schedule A – Itemized Deductions

Medicine and Drugs
Total Medical Mileage
Long-Term Care Premiums
Other Medical Expenses
Real Estate Taxes
Personal Property Tax
Other Taxes
Home Mortgage interest and points reported on form 1098
Home Mortgage interest not reported on form 1098

Points not reported on 1098
Investment interest
Contributions by Cash or Check
Total Charitable Mileage
Contributions other than Cash or Check
Union and Professional Dues
Other Un-reimbursed Expenses
Tax Preparation Fees
Safe deposit box
Other Limited Expenses
Gambling Losses to the Extent of Winning

B – Schedule B

Interest Income

Name of payer
Interest income (Not US Gov't)
Early Withdrawal
US Gov't Savings Bond
Total Muni Bonds
Post 8/7/86 Privacy Act Incl.
Adjustment amount
Federal Withholdings
Foreign Tax Paid
Foreign Country or US Possession
State withholding

Income From Seller-Financed Mortgages

Name
Address
Social Security Number
Federal ID Number
Taxpayer = T
Spouse = S
Amount

Dividend Income

Dividend income description
Taxpayer = T
Spouse = S
Ordinary Dividends
Qualified Dividends
US Gov't Bond
Total Muni Bonds
Capital Gains
Non Taxable Distributions
Adjustment Amount
Investment Expense
Foreign Tax Paid
Foreign Country or US Possession
Federal Withholding
State Withholding
State
Foreign Trust
State

C – Schedule C

Schedule C – Profit or Loss from Business

Spouse =1
Suppress Schedule SE
Principal Business or Service
Principal Business Code
Business Name
Employer Identification Number
Street address (if different)
City, State, and Zip (if different)
Accounting Method (cash, accrual, other, specify)
Materially Participates 1 = No
First Schedule C filed for this business 1 = Yes

Part I Income

Gross Receipts or Sales
Statutory Employee =1
Returns and Allowances
Cost of Goods Sold
Other income (including fuel tax credit or refund)

Part II Expenses

Advertising
Car / truck expense
Commissions
Contract labor
Employee benefit program
Insurance
Interest
 ? Mortgage
 ? Other

Legal / Professional Services
Office Expense
Pension / Profit Sharing
Rent or Lease Vehicles, Machinery, equip
Rent or Lease Other Business property
Repairs / Maintenance
Supplies
Taxes and Licenses
Travel
Meals and Entertainment (Limited 50%)
Utilities
Wages

Part III Cost of Goods Sold

Inventory methods used (cost, lower cost of market, other, specify)
Beginning inventory
Purchases
Less cost of personal use items
Cost of labor (not paid to self)
Materials and Supplies
Other costs
Inventory at end of year

Part V Other Expenses

Miscellaneous
Postage
Telephone (business only)
Other Expenses

D – Schedule D – Capital Gains and Losses

Short & Long Term Capital Gains and Losses

Description
Taxpayer or Spouse Indicator
Acquired Date

Sold Date
Term
Sales Price
Cost or Basis / State Cost

E – Schedule E pg 1

Rental Real Estate and Royalties

Property Kind
Location
Entity ownership Taxpayer = T, Spouse = S,
Joint =J
Real estate professional
Passive activity
Percentage of ownership (if not 100%)
Rents Received
Royalties Received
Advertising
Other Travel Expense

Cleaning and Maintenance
Commissions
Insurance
Legal and other professional fees
Management fees
Mortgage interest paid to banks etc.
Other interest
Repairs
Supplies
Taxes
Utilities
Other

ES – Estimates

Estimated Tax Payments

Prior year Overpayment applied
1st Quarter Voucher payment date
2nd Quarter Voucher payment date
3rd Quarter Voucher payment date
4th Quarter Voucher payment date
1st Quarter Payment amount
2nd Quarter Payment amount
3rd Quarter Payment amount

4th Quarter Payment amount

Rounding Method

Round tax to nearest 1= \$10, 2=\$100, 3=\$1000

Override Estimate Amounts

Override Voucher #1 amount
Override Voucher #2 amount
Override Voucher #3 amount
Override Voucher #4 amount

PTK1 - Partnership K1 Received

Partnership Schedule K1 Received

Entity Code Taxpayer = T, Spouse = S, Joint = J
Entity identification number
Entity name
Tax Shelter Registration Number
Publicly traded partnership =1

Real estate professional =1
Materially participated in trade or business activity
=1
Active rental real estate =1
Foreign Entity =1
Final disposition =1

CSK1 – S Corporation K1 Received

S-Corporation Schedule K1 Received

Entity Code Taxpayer = T, Spouse = S, Joint = J	Real estate professional =1
Entity identification number	Materially participated in trade or business activity =1
Entity name	Active rental real estate =1
Tax Shelter Registration Number	Final disposition =1

FDK1 - Fiduciary K1 Received

Fiduciary Schedule K1 Received

Entity Code Taxpayer = T, Spouse = S, Joint = J	Real estate professional =1
Entity identification number	Materially participated in trade or business activity =1
Entity name	Active rental real estate =1
Tax Shelter Registration Number	Final disposition =1

F – Farm Income and Expenses

Schedule F Farm Income and Expense

Spouse =1	Commodity credit corporation (CCC) loans:
Suppress Schedule SE	? CCC loans reported under election
Principal Product	? CCC loans forfeited
Agricultural Activity Code	? Taxable amount
Employer ID number	Crop insurance proceeds and certain disaster payments:
Taxpayer materially participates	? Amount received in current year
<u>Part I Farm Income (Cash Method)</u>	? Taxable Amount
Sale of livestock and other items bought for resale	? Elect to defer
Cost of livestock and other items reported on Ln 1	? Amount deferred from prior year
Sales of livestock, produce, grains and other products raised	Custom hire (machine work) income
Total cooperative distributions amount (1099-PATR)	Other income
Taxable cooperative distributions amount	<u>Part II Farm Expense Cash and Accrual</u>
? Taxable amount	Car / Truck expenses
Agricultural program payments	Chemicals
? Taxable amount	Conservation expense

Custom hire
 Employee Benefit program
 Feed purchase
 Fertilizers and lime
 Freight and trucking
 Gasoline fuel and oil
 Insurance (not health)
 Interest:
 ? Mortgage paid to banks etc.
 ? Other
 Labor hired less:
 ? Employment credits
 Pension / Profit Sharing
 Rent or Lease:
 ? Machinery and Equipment
 ? Other (land, animals)
 Repairs and maintenance
 Seeds / plants purchased
 Storage / warehousing
 Supplies purchased

Taxes
 Utilities
 Vet, breeding, medicine
 Miscellaneous
Part III Farm Income Accrual Method
 Sales of livestock, produce, grains and other products raised
 Total cooperative distributions amount (1099-PATR)
 ? Taxable amount
 Agricultural program payments
 ? Taxable amount
 Commodity credit corporation (CCC) loans:
 ? CCC loans reported under election
 ? CCC loans forfeited
 ? Taxable amount
 Crop insurance proceeds
 Custom hire (machine work) income
 Inventory of Livestock etc at beginning of year
 Cost of Livestock, produce, etc during year
 Inventory of Livestock, etc at end of year

SE – Schedule SE

Social Security Self-Employment Tax

Spouse Filed Form 4029 =1

Section B Long Schedule SE

Spouse Filed Form 4361 =1

Taxpayer Filed Form 4029 =1

Taxpayer Filed Form 4361 =1

1116 - Foreign Tax Credit

Foreign Tax Credit

Type of income

Taxes withheld on Dividends

Part I Taxable income from Foreign Sources

Taxes withheld on Interest

Name of Country or US possession

In US Dollars – Taxes withheld on Dividends

Gross Foreign Source income

In US Dollars – Taxes withheld on Interest

Part II Foreign Taxes Paid or Accrued

Total foreign AMT taxes paid / accrued

H – Schedule H

Household Employment Tax

Spouse =1

Federal EIN

Paid \$1400 or more to any one household employee in current year =1

Withheld federal income tax in current year for any household employee =1

Paid total cash wage of \$1000 or more in any calendar quarter of prior year or current year =1

Part I Social Security, Medicare, and Income Tax

Total cash wages subject to social security taxes

Total cash wages subject to Medicare Taxes

Federal income tax withheld if any

Advanced earned income credit payments if any

Part II Federal Unemployment Tax

Paid unemployment contributions to only one state =1

Paid all state unemployment contributions for current year by 04-15-04 =1

All FUTA tax wages also taxable for state unemployment =1

Section A

State where unemployment contributions were paid

State reporting number

Contributions paid to state unemployment fund

Total cash wages subject to FUTA tax

Section B

Primary and Secondary State Name

Primary and Secondary Reporting number on State unemployment tax return

Primary and Secondary Taxable wages

Primary and Secondary State experienced rate period From and To

Primary and Secondary State experience rate

Primary and Secondary Contribution paid to State Unemployment Fund

2441 – Child Care Credit

Part I Persons or Organizations who provided the Care

Name

Street address

City State and Zip Code

Social Security Number

Employer Identification Number

Amount Paid

Part II Credit for Child and Dependent care expense

First Name

Last Name

Date of Birth

Social Security Number

6252 - Form 6252

Form 6252 Installment Sale Income

Description

2106 Employee Business Expense

Employee Business Expenses

Occupation
Spouse = 1
Qualified Performing Artist =1
Handicapped employee =1
Fee basis State / Local Gov't Employee =1
Dept. of Transportation subject to limitations =1

Step 1 Expenses

Parking fees, tolls, transportation, including trains etc.
Travel expense away from home - Lodging
Travel expense away from home – Car rental
Travel expense away from home – Other
Business Expenses not included above (not Meals & Entertainment)
Meals & Entertainment Expenses

Step 2 Reimbursements from Employer for Expenses in Step 1

Amounts employer paid that were not reported on Form W2, box 12 - Not Meals and entertainment
Amounts employer paid that were not reported on Form W2, box 12 - Meals and entertainment

Part II Vehicle Expenses

Section A

Date Vehicle was placed in service
Total Vehicle miles driven during current year
Total business miles during the year
Average daily round trip commuting distance
Is another vehicle available for personal use 1= Yes
Employer provided, off duty use permitted 1= Yes
Evidence to support deduction 1=No
If Yes, is the evidence written 1= No

Section C

Gas
Oil
Repairs
Auto Insurance
Other Maintenance exp
Vehicle rentals (lease)
Value of employer-provided vehicle

8283 –Form 8283

Part I Information on Donated Property

Donee Organization Name	How Acquired
Donee Organization Address	Donor Basis
Donated Property Description	Fair Market Value
Date Contributed	Method Used to determine FMV
Date Acquired	

8379 – Form 8379

8379 – Injured Spouse Claim and Allocation

Injured Spouse is Taxpayer or Spouse	Divorced or separated from spouse on joint return and want refund issued in this name only
Current Street address	
Current City, State, Zip code	Two Letter State Code if a community property state

8615 – Form 8615

Tax for children under age 14 with investment income of more than \$1,500

Parent's Name

Parent's Last Name

Parent's Social Security Number

8814 – Form 8814

Parents Election to Report Child's Interest and Dividends

Child's First Name

Child's Social Security Number

Child's Interest Income

Child's Last Name

Child's Ordinary Dividends

Child's Capital Gains Distribution

8829 – Form 8829

8829 Business Use of Home

Form

? Utilities

Part I Part of your home used for business

? Other expenses

Multiple Form Number

Indirect Expenses

Area used exclusively for business

? Casualty losses

Total area of home

? Deductible mortgage interest

Total hours facility used (day care)

? Real estate taxes

Total hours available (if started or stopped day care in current year)

? Excess Mortgage interest

Part II Allowable Deductions

? Insurance

Direct Expenses

? Repairs and maintenance

? Casualty losses

? Utilities

? Deductible mortgage interest

? Other expenses

? Real estate taxes

Part III Depreciation of Home

? Excess Mortgage interest

Smaller of home's adjusted basis or its fair marked value

? Insurance

Value of land

? Repairs and maintenance

8839 – Form 8839

Qualified Adoption Expenses

Part 1

Child's First & Last Name

Child's Year of Birth

Born before 1986 and disabled =1

Special Needs Child =1

Foreign Child =1

Child's Social Security Number

Qualifying Expenses

Part III Employer-Provided Adoption Benefits

Total employer-provided adoption benefits received

8853 – Form 8853

Section A- Archer MSA

Taxpayer's Health plan is for Self-only

Taxpayer's Health plan is for Family

Spouse's Health Plan is for Self-only

Spouse's Health Plan is for Family

Spouse is policyholder

First Name of insured

Last Name of insured

Social security number of insured

Insured was terminally ill =1

Section C- Long-term Care (LTC) Insurance Contracts

Accelerated death benefits received this year

2555 – Foreign Earned Income

Foreign Earned Income

Spouse =1

Post of Duty Code

Foreign Address (including country)

Name of Employer

Employer Address United States

Employer Address Foreign

Employer Type

Employer Type if Other, Specify

Last year (after 1981) Form 2555 was filed

Type of exclusion and tax year for which it was effective

Citizen of which country

Maintained a separate home for family because of adverse conditions - City and Country

Number of days maintained

Tax home location during the year

Date home was established

Part II Taxpayer Qualifying Under Bona Fide Residence Test

Date bona fide residence began

Date bona fide residence ended

Type of living quarters

Relationship of family member living abroad with taxpayer

Period of time family member lived abroad with taxpayer

Statement submitted to foreign country that Taxpayer is not a resident of that country 1= Yes

Taxpayer required to pay income tax to foreign country 1= No

If present in US or it's Possessions on Business during tax year

? Date Entered US

? Date Left US

? Days in US

? Earned income

Contractual terms relating to the length of employment abroad

Type of Visa which Taxpayer entered Foreign Country

Visa limited length of stay or employment in foreign country = 1

Address of US home maintained while living abroad

US home Rented =1

Name of occupants of US home

Relationship of occupants in US home

Part III Taxpayers Qualifying Under Physical Presence Test

Physical Presence test From

Physical Presence test Through

Principal country of employment

Name of Country

Date Arrived

Date Left

Days in Country

Business Days in US

Income Earned

Part IV All Taxpayers

Total wages, salaries, bonuses, commissions, etc.

Allowable share of income for services performed in a business

Allowable share of income for services performed in a Partnership

Partnership name, address, nature of income

Non-cash Income

? Home

? Meals

? Car

? Other properties or facilities- list

Allowances / Reimbursements

? Cost of living and overseas differential

? Family

? Education

? Home Leave

? Quarters

? Any other purpose - Specify

Other foreign Earned Income amount

Other foreign Earned Income specify

Total excludable meals and lodging

Part V Claiming Housing Exclusion and/or Deduction

Qualified housing expenses for the tax year

Number of days in qualifying period that fall within the current year tax year

Employer provided amounts

Part VII Claiming Foreign Earned Income Exclusion

Number of days in qualifying period that fall within the current year tax year

Part VII Claiming Housing Excl., Foreign Income Exclusion or Both

Deductions allowed that are allocable to excluded income

Part IX Claiming Housing Deduction

Housing deduction carryover from prior year

8863 – Form 8863

8863 Education Credits

First Name

Last Name

Social Security Number

Hope Credit =1

Lifetime Learning Credit =2

4562 – Assets – Asset Manager

Force Options	Commuting Miles
Other Listed property	Vehicle Available for Personal Use
No Evidence to Support	Vehicle Used by More Than 5% Owner
No Written Evidence to Support Business Use	No Other Vehicle Available for Personal Use
Form #	Prohibit Employee Personal Use
Multiple Form Number	Prohibit Employee Personal Use Except Comm.
Federal Cost	Treat All Use of Vehicle as Personal Use
Federal Current Section 179	Provide More Than 5 Vehicles
Federal Prior Section 179	Meet Qualified Auto Demo Require
Basis Reduction (land other)	Provide Vehicle for Employee Use
Salvage Value	1=Increase Deduction Limits for Elec. Vehicle 1=No Limits
Federal Depreciation Method	Qualified Special Depreciation Allowances
Federal Convention	Asset Description
Fed prior Depreciation	Date Placed in Service
Override Current Depreciation	Sale Date of Disposition
Portion Attributable to Sec 263A	Business Use Percent
State Cost	Amortization Code Section
State Current Sec 179	Federal Useful Life
State Prior Sec 179	State Life or Class
State Salvage Value	AMT Class Life
State Method	Book Life or Class
State Prior Depreciation	Type
State Override Current Depreciation	TSJ Indicator
AMT Basis	Prior Special Depreciation
AMT Prior Depreciation	Number of Months in Short
AMT Override Current	Number of Deemed Months
Book Cost	Qualified Indian Reservation
Book Salvage Value	1=Qual. Enterprise Zone 2=Renewal Comm. Business
Book Method	1=IRS Tables, 2=DB/SSL
Book Prior Depreciation	1=150%DB, 2=200%DB(%MACRS)
Book Override Current Depreciation	Alternative Depreciation System
Business Miles	Delete This Asset
Total Vehicle Miles	

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Fiduciary Conversion Items (1041)

The **underlined and bold titles** are the titles that correspond with the Forms Pane of the TaxWorks tax program. The *underlined Italicized* titles are the sub-titles within the input screen.

GI-Form 1041-General Information

General Information

Name of Estate or Trust	? Chapter 11
? Second line	? Pooled income fund
Name and Title of Fiduciary	Number of K-1's attached
Street Address	Employer ID Number
Zip, city, state	Date Entity Created
Fiduciary Phone No	Section 4947(a)(1)
E-mail address	Not a Private Foundation
Fiscal/short year beginning	Section 4947 (a)(2)
Fiscal/short year ending	Initial Return
Type of Entity:	Final Return
? Decedent	Amended Return
? Simple	Change in Fiduciary Name
? Complex	Change in Fiduciary Address
? Disability	Pooled Mortgage Account
? ESBT	? Bought
? Grantor	? Sold
? Chapter 7	? Date
	Fiduciary EIN

2- Form 1041 – Tax Return for Estates and Trusts, Page 2

Schedule B – Income Distribution Deduction

Amount required to be distributed currently
(automatic if simple trust)

Other amounts required to be distributed

Other Information

Name of foreign country

Decedent's estate open more than 2 years

Trust beneficiaries are skip persons

A1 – 1041-A – Trust accumulation of Charitable Amounts information Return

General Information

Prepare Form 1041-A with Form 1041 (Force)

A2 – Form 1041-A, Accumulation of Charitable Amounts, Page

Part IV – Balance Sheet

Assets – Beg-of-year

Cash-non-interest bearing

Savings and temporary cash investments

Accounts receivable

? Net accounts receivable

Receivables due from disqualified persons

? Net other notes and loans receivable

Inventories for sale or use

Prepaid expenses and deferred charges

Investments-U.S. government and state obligations

Investments-corporate stock

Investments – corporate bonds

Investments – lands, buildings, equipment: basis

? Net investments-land, buildings, and equipment

Investments-other

Land, buildings, and equipment: basis

? Net land, buildings, and equipment

Other assets

? Describe

Liabilities – Beg-of-year

Accounts payable and accrued expenses

? Deferred revenue

Loans from disqualified persons

? Mortgages and other notes payable

Other liabilities

Net assets – Beg-of-year-

Trust principal or corpus

Undistributed income

? Undistributed capital gain

? Undistributed nontaxable income

Assets – end-of-year

Cash-non-interest bearing

Savings and temporary cash investments

Accounts receivable

? Less: allowance for doubtful accounts

Receivables due from disqualified persons

? Other notes and loans receivable

? Less: allowance for doubtful accounts

Inventories for sale or use

Prepaid expenses and deferred charges

Investments-U.S. government and state obligations

Investments-corporate stock

Investments – corporate bonds

Investments – lands, buildings, equipment: basis

? Less: accumulated depreciation

Investments-other

Land, buildings, and equipment: basis

? Less: accumulated depreciation

Other assets

? Describe

Liabilities – End-of-year

Accounts payable and accrued expenses

? Deferred revenue

Loans from disqualified persons

? Mortgages and other notes payable

Other liabilities

Net assets – End-of-year

? Undistributed capital gain

Trust principal or corpus

? Undistributed nontaxable income

Undistributed income

Grant – Grantor Letter

Grantor Name

City, State, Zip code

Grantor Address

Social Security Number

INT – Form 1041 – Interest Income Statement

Interest income

Fed Taxable Other

Interest Income Description

DIV – Form 1041 – Dividend Income Statement

Dividend Income

Capital Gain-28%

Dividend Income Description

Qualified 5-year Gain

Fed Taxable Other

Un-recaptured Sec 250

Qualified Dividends

Sec 1202 Gain

Capital Gain-Total

Fed Exempt State Exempt

C- Schedule C – Profit or Loss from Business

Schedule C – Profit or Loss from Business

Principal Business or Service

Other income (including fuel tax credit or refund)

Principal Business Code

Part II Expenses

Business Name

Advertising

Employer Identification Number

Car / truck expense

Street address (if different)

Commissions

City, State, and Zip (if different)

Contract labor

Accounting Method (cash, accrual, other, specify)

Employee benefit program

Materially Participates (No)

Insurance

First Schedule C filed for this business (Yes)

Interest

Part I Income

? Mortgage

Gross Receipts or Sales

? Other

Statutory Employee =1

Legal / Professional Services

Returns and Allowances

Office Expense	Inventory methods used (cost, lower cost of market, other)
Pension / Profit Sharing	Beginning inventory
Rent or Lease Vehicles, Machinery, equip	Purchases
Rent or Lease Other Business property	Less cost of personal use items
Repairs / Maintenance	Cost of labor (not paid to self)
Supplies	Materials and Supplies
Taxes and Licenses	Other costs
Travel	Inventory at end of year
Meals and Entertainment (Limited 50%)	<u>Part V Other Expenses</u>
Meals and Entertainment (DOT Limits)	Miscellaneous
Utilities	Postage
Wages	Telephone (business only)
<u>Part III Cost of Goods Sold</u>	Other Expenses

D – Schedule D – Capital Gains and Losses

<u>Short & Long Term Capital Gains and Losses</u>	Term
1099 Transactions Prop Description	Sales Price
Acquired Date	Costs or Basis
Sold Date	Gain or Loss
	State Cost

E1 – Schedule E, Page 1 – Rental Real Estate and Royalties

<u>Rental Real Estate and Royalties</u>	Cleaning and Maintenance
Property Kind	Commissions
Location	Insurance
Entity ownership Taxpayer = T, Spouse = S, Joint =J	Legal and other professional fees
Real estate professional	Management fees
Passive activity	Mortgage interest paid to banks etc.
Percentage of ownership (if not 100%)	Other interest
Rents Received	Repairs
Royalties Received	Supplies
Advertising	Taxes
Other Travel Expense	Utilities
	Other

F – Farm Income and Expenses

Schedule F Farm Income and Expense

Principal Product

Agricultural Activity Code

Employer ID number

Taxpayer materially participates

Part I Farm Income (Cash Method)

Sale of livestock and other items bought for resale

Cost of livestock and other items reported on line 1

Sales of livestock, produce, grains and other products raised

Total cooperative distributions amount (1099-PATR)

Taxable cooperative distributions amount

? Taxable amount

Agricultural program payments

? Taxable amount

Commodity credit corporation (CCC) loans:

? CCC loans reported under election

? CCC loans forfeited

? Taxable amount

Crop insurance proceeds and certain disaster payments:

? Amount received

? Taxable Amount

? Amount deferred

Custom hire (machine work) income

Other income

Part II Farm Expense Cash and Accrual

Car / Truck expenses

Chemicals

Conservation expense

Custom hire

Employee Benefit program

Feed purchase

Fertilizers and lime

Freight and trucking

Gasoline fuel and oil

Insurance (not health)

Interest:

? Mortgage paid to banks etc.

? Other

Labor hired less:

? Employment credits

Pension / Profit Sharing

Rent or Lease:

? Machinery and Equipment

? Other (land, animals)

Repairs and maintenance

Seeds / plants purchased

Storage / warehousing

Supplies purchased

Taxes

Utilities

Vet, breeding, medicine

Part III Farm Income Accrual Method

Sales of livestock, produce, grains and other products raised

Total cooperative distributions amount (1099-PATR)

? Taxable amount

Agricultural program payments

? Taxable amount

Commodity credit corporation (CCC) loans:

? CCC loans reported under election

? CCC loans forfeited

? Taxable amount

Crop insurance proceeds

Custom hire (machine work) income

Inventory of Livestock etc at beginning of year

Cost of Livestock, produce, etc during year

Inventory of Livestock, etc at end of year

4562 – Assets

Force Options	Commuting Miles
Other Listed property	Vehicle Available for Personal Use
No Evidence to Support	Vehicle Used by More Than 5% Owner
No Written Evidence to Support Business Use	No Other Vehicle Available for Personal Use
Form #	Prohibit Employee Personal Use
Multiple Form Number	Prohibit Employee Personal Use Except Comm.
Federal Cost	Treat All Use of Vehicle as Personal Use
Federal Current Section 179	Provide More Than 5 Vehicles
Federal Prior Section 179	Meet Qualified Auto Demo Require
Basis Reduction (land other)	Provide Vehicle for Employee Use
Salvage Value	1=Increase Deduction Limits for Elec. Vehicle 1=No Limits
Federal Depreciation Method	Qualified Special Depreciation Allowances
Federal Convention	Asset Description
Fed prior Depreciation	Date Placed in Service
Override Current Depreciation	Sale Date of Disposition
Portion Attributable to Sec 263A	Business Use Percent
State Cost	Amortization Code Section
State Current Sec 179	Federal Useful Life
State Prior Sec 179	State Life or Class
State Salvage Value	AMT Class Life
State Method	Book Life or Class
State Prior Depreciation	Type
State Override Current Depreciation	TSJ Indicator
AMT Basis	Prior Special Depreciation
AMT Prior Depreciation	Number of Months in Short
AMT Override Current	Number of Deemed Months
Book Cost	Qualified Indian Reservation
Book Salvage Value	1=Qual. Enterprise Zone 2=Renewal Comm. Business
Book Method	1=IRS Tables, 2=DB/SSL
Book Prior Depreciation	1=150%DB, 2=200%DB (%MACRS)
Book Override Current Depreciation	Alternative Depreciation System
Business Miles	Delete This Asset
Total Vehicle Miles	

52272 – Form 5227 – Split-Interest trust information Return, Page 2

Part IV – Balance Sheet

Assets – Beg-of-year

Cash-non-interest bearing
Savings and temporary cash investments
 ? Net accounts receivable
Receivables due from disqualified persons
 ? Net other notes and loans receivable
Inventories for sale or use
Prepaid expenses and deferred charges
Investments-U.S. government and state obligations
 ? Investments-corporate stock
 ? Investments – corporate bonds
Investments – lands, buildings, equipment: basis
 ? Net investments-land, buildings, and equipment
Investments-other
 ? Net land, buildings, and equipment
Other assets

Liabilities – Beg-of-year

Accounts payable and accrued expenses
 ? Deferred revenue
Loans from disqualified persons

Mortgages and other notes payable
Other liabilities
 ? Describe

Net assets – Beg-of-year

Trust principal or corpus
Undistributed income
 ? Undistributed capital gain
 ? Undistributed nontaxable income

Assets – End-of-year

Cash-non-interest bearing

Savings and temporary cash investments
Accounts receivable
 ? Less: allowance for doubtful accounts
Receivables due from disqualified persons
Other notes and loans receivable
 ? Less: allowance for doubtful accounts
Inventories for sale or use
Prepaid expenses and deferred charges
Investments-U.S. government and state obligations
 ? Investments-corporate stock
 ? Investments – corporate bonds
Investments – lands, buildings, equipment: basis
 ? Less: accumulated depreciation
Investments-other
Land, buildings, and equipment: basis
 ? Less: accumulated depreciation
Other assets
 ? Describe

Liabilities – End-of-year

Accounts payable and accrued expenses
Deferred revenue
Loans from disqualified persons
Mortgages and other notes payable
Other liabilities

Net assets – End-of-year

Trust principal or corpus
Undistributed income
 ? Undistributed capital gain
 ? Undistributed nontaxable income

Assets – Fair Market Value

Cash-non-interest bearing
Savings and temporary cash investments
 ? Net accounts receivable

Receivables due from disqualified persons
 ? Net other notes and loans receivable
Inventories for sale or use
Prepaid expenses and deferred charges
Investments-U.S. government and state obligations
 ? Investments-corporate stock
 ? Investments – corporate bonds
Investments – lands, buildings, equipment: basis
 ? Net investments-land, buildings, and
 equipment

Investments-other
 ? Net land, buildings, and equipment
Other assets
Liabilities – Fair Market Value
Accounts payable and accrued expenses
 ? Deferred revenue
Loans from disqualified persons
Mortgages and other notes payable
Other liabilities
 ? Describe

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Partnership Conversion Items (1065)

The **underlined and bold titles** are the titles that correspond with the Forms Pane of the TaxWorks tax program. The *underlined Italicized* titles are the sub-titles within the input screen

GI - Form 1065 - General Information

General Information

Partnership Name (First Line)	Initial Return
Partnership Name Cont. (Second Line)	? Final Return
Street Address	? Name Change
Zip code, City, State	? Address Change
Business Phone number	? Amended return
Fiscal / Short Year Beginning	Method of Accounting:
? Ending	? Accrual
Business Activity	? Other
Product or Service	? If other, Specify
Business Code	Number of K-1's attached
EIN	IRS May Discuss This Return with the Preparer
Date Business Started	E-mail Address
Total Assets	

1- Form 1065 – Partnership Return of Income, Page 1

<i><u>Income</u></i>	? Other
Other Income or (Loss)	Interest
<i><u>Deductions</u></i>	Depletion (Not oil & Gas)
Salaries and wages (other than to partners)	Retirement plans
Guaranteed payments to partners	Employee benefit programs
Repairs & Maintenance	Other deductions:
Bad Debts	? Accounting
Rent	? Advertising
Taxes:	? Auto & Truck expense
? Payroll	? Bank charges
? State	? Commissions

- ? Delivery Charges
- ? Dues & Subscriptions
- ? Insurance
- ? Janitor
- ? Legal & Professional
- ? Meals & Entertainment / 100%
 - o DOT hours of service rules
- ? Office expense
- ? Office supplies
- ? Parking
- ? Postage
- ? Promotion
- ? Supplies
- ? Telephone
- ? Tools
- ? Travel
- ? Uniforms
- ? Utilities
- ? Other Business Deductions

2 – Form 1065 – Partnership Return of Income, Page 2

Schedule A – Cost of Goods Sold

Additional section 263A costs

Other costs

Inventory at end of year

Inventory Method (default cash)

- ? Not applicable
- ? Lower of cost or market
- ? Other
- ? Specify

LIFO Methods Adopted (Attach Form 970)

Do the rules of section 263A apply to the partnership?

Schedule B – Other Information

Are Any Partners in this partnership also Partnerships?

Is this partnership subject to consolidated audit procedures?

Does partnership meet all requirements for question 5 in instructions?

Partnership is a publicly traded partnership under Sec 469(k)(2)?

Has partnership filed, or is required to file, Form 8264?

Did partnership have foreign financial account?

If yes, name of country

Was partnership grantor of, or transferor to a foreign trust?

SCHA – Form 8609 - Schedule A – Annual Statement

Form 8609

Eligible Basis of Building

Low-Income Percentage

Credit Percentage

Amount on Form 8609, part 1, line 1b

8611 – Form 8611- Recapture of Low-Income Housing Credit

Form 8611

Date Placed in Service

Building ID Number

8825 – Form 8825 - Rental Real Estate Income and Expenses

Rental Real Estate Income and Expenses

Property Kind and Location

Interest expense

Income

Repairs

Gross rents

Taxes

Expenses

State Taxes

Advertising

Utilities

Auto and Travel

Wages and Salaries

Cleaning and Maintenance

Management fees

Commission

Mortgage interest paid to banks

Insurance

Supplies

Legal and other Professional fees

Other Expenses

UVK1 – Form 1065 - Universal and Supplemental K-1 information

Universal and Supplemental K-1 information

Name of reportable Transaction

Tax Shelter Registration Number

Tax Shelter Registration Number (8886)

3- Form 1065 – Partnership Return of Income, Page 3

Schedule K – partners' shares of income, credits, deductions, Etc.

Income (Loss)

Net income (loss) from rental real estate activities

○ Post May 5th

○ Entire year

Gross income – other rental activities

? Net Long term capital gain (loss)

Other Portfolio Income (Loss)

○ Post May 5th

○ Entire year

? Interest income

? Qualified Dividends

? Other Portfolio Income (Loss)

○ Nonqualified dividends

Deductions

? Royalty income

Charitable Contributions

? Net Short term capital gain (loss)

Deductions related to portfolio income

Other Deductions

Credits

Qualified rehabilitation expenditures related to rental real estate activities

Credit related to rental real estate (not included above)

Credit related to other rental activities

Other Credits

Investment interest

Interest expense on investment debts

? Investment income included in lines 4a, b, c, and f

? Investment expense included in line 10

Self-Employment

Net earning (loss) from self-employment

Gross farming or fishing income

Gross non-farm income

Tax Preference Items

Depreciation adjustment on property placed in service after 1986

Adjusted gain or loss

Depletion (other than oil or gas)

Gross income form oil, gas, and geothermal property

Deductions allocable to oil, gas and geothermal property

Other Adjustments & Tax Preference Items

Foreign Taxes

Foreign Country or U.S. Possession

Gross income from all sources

Total gross income sourced at partnership level

Foreign total gross income sourced at partnership level:

? Passive

? Listed Categories

? General Limitations

Deductions allocated and apportioned at partner level:

? Interest expense

? Other

Deductions allocated and apportioned at partnership level to foreign source income:

? Passive

? Listed categories

? General limitation

Total foreign Taxes

? Foreign Taxes accrued = 1

Reduction in taxes available for credit

Other

Section 59 (e) (2) Expenditures Amount

Tax exempt interest income

Other tax exempt income

Other Nondeductible expenses

Distributions of money

Distributions of property other than money

K1PT – Partnership Schedule K-1 Received

Description/Distributive Share Items

EIN

Tax Shelter Registration Number

Entity Name

4 – Form 1065 – Partnership Return of Income

Schedule L Balance Sheet

Assets – Beg-of-year

Cash
Notes and Accounts Receivable
 ? Bad Debts allowance
Inventories
U.S. Government Obligations
Tax-Exempt Securities
Other Current Assets
Mortgage and Real Estate Loans
Other Investments
Building & Other Depreciable Assets
 ? Less Accumulated Depreciation
Depletable Assets
 ? Less Accumulated Depletion
Land (Net of Any Amortization)
Intangible Assets (Amortizable)
 ? Less Accumulated Amortization
Other Assets

Liabilities – Beg-of-year

Accounts Payable
Mortgages, notes, bonds under 1 yr
Other Current Liabilities
All Non-recourse Loans
Mortgages, notes, bonds over 1 yr
Other Liabilities

Schedule L – Balance Sheets

Assets – End-of-year

Cash
Notes and Accounts Receivable
 ? Bad Debts allowance
Inventories
U.S. Government Obligations

Tax-Exempt Securities
Other Current Assets
Mortgage and Real Estate Loans
Other Investments
Building & Other Depreciable Assets
 ? Less Accumulated Depreciation
Depletable Assets
 ? Less Accumulated Depletion
Land (Net of Any Amortization)
Intangible Assets (Amortizable)
 ? Less Accumulated Amortization
Other Assets

Liabilities – End-of-year

Accounts Payable
Mortgages, notes, bonds under 1 yr
Other Current Liabilities
All Non-recourse Loans
Mortgages, notes, bonds over 1 yr
Other Liabilities

Schedule M-1 – Reconciliation of Income per Books with Income per Return

Guaranteed Payments
 ? Travel and entertainment
 ? Other
Income Not Included on Sch. K –
 ? Tax-Exempt Interest
 ? Other
Income Not Included on Sch. K
 ? Other
Deductions on Sch. K
 ? Other

Schedule M-2 – Analysis of Partners’ Capital Accounts

Balance at beginning of year
Capital contributed:
 ? Cash
 ? Property

Other increases
Distributions:
 ? Cash
 ? Property
Other decreases

K-1 - Form 1065 – Schedule K-1, Partner’s Share

Partnership K-1 Data

Partner’s Name (First Line)
Partner’s Name (second line)
Street Address
City, State, Zip
EIN

General partner

Type of entity:
 ? Passive Partner
 ? Nominee
 ? Foreign Partner

Partner’s Percent of:
Profit Sharing – End of Year
Loss Sharing – End of Year
Ownership of Capital – End of Year

D – Partnership Schedule D - Capital Gains and Losses

Schedule D – Capital Gains and Losses

1099 Transactions property description	Term
Acquired Date	Sales Price
Sold Date	Cost or Basis

F – Schedule F - Farm Income and Expenses

Schedule F Farm Income and Expense

Spouse =1	Sales of livestock, produce, grains and other products raised
Suppress Schedule SE	Total cooperative distributions amount (1099-PATR)
Principal Product	Taxable cooperative distributions amount
Agricultural Activity Code	? Taxable amount
Employer ID number	Agricultural program payments
Taxpayer materially participates	? Taxable amount
<u>Part I Farm Income (Cash Method)</u>	Commodity credit corporation (CCC) loans:
Sale of livestock and other items bought for resale	? CCC loans reported under election
Cost of livestock and other items reported on line 1	? CCC loans forfeited

- ? Taxable amount
- Crop insurance proceeds and certain disaster payments:
 - ? Amount received in current year
 - ? Taxable Amount
 - ? Elect to defer
 - ? Amount deferred from prior year

Custom hire (machine work) income

Other income

Part II Farm Expense Cash and Accrual

Car / Truck expenses

Chemicals

Conservation expense

Custom hire

Employee Benefit program

Feed purchase

Fertilizers and lime

Freight and trucking

Gasoline fuel and oil

Insurance (not health)

Interest:

- ? Mortgage paid to banks etc.
- ? Other

Labor hired less:

- ? Employment credits

Pension / Profit Sharing

Rent or Lease:

? Machinery and Equipment

? Other (land, animals)

Repairs and maintenance

Seeds / plants purchased

Storage / warehousing

Supplies purchased

Taxes

Utilities

Vet, breeding, medicine

Miscellaneous

Part III Farm Income Accrual Method

Sales of livestock, produce, grains and other products raised

Total cooperative distributions amount (1099-PATR)

- ? Taxable amount

Agricultural program payments

- ? Taxable amount

Commodity credit corporation (CCC) loans:

- ? CCC loans reported under election
- ? CCC loans forfeited
- ? Taxable amount

Crop insurance proceeds

Custom hire (machine work) income

Inventory of Livestock etc at beginning of year

Cost of Livestock, produce, etc during year

Inventory of Livestock, etc at end of year

4562 – Assets

Force Options

Other Listed property

No Evidence to Support

No Written Evidence to Support Business Use

Form #

Multiple Form Number

Federal Cost

Federal Current Section 179

Federal Prior Section 179

Basis Reduction (land other)

Salvage Value

Federal Depreciation Method

Federal Convention	Treat All Use of Vehicle as Personal Use
Fed prior Depreciation	Provide More Than 5 Vehicles
Override Current Depreciation	Meet Qualified Auto Demo Require
Portion Attributable to Sec 263A	Provide Vehicle for Employee Use
State Cost	1=Increase Deduction Limits for Electric Vehicle 1=No Limits
State Current Sec 179	Qualified Special Depreciation Allowances
State Prior Sec 179	Asset Description
State Salvage Value	Date Placed in Service
State Method	Sale Date of Disposition
State Prior Depreciation	Business Use Percent
State Override Current Depreciation	Amortization Code Section
AMT Basis	Federal Useful Life
AMT Prior Depreciation	State Life or Class
AMT Override Current	AMT Class Life
Book Cost	Book Life or Class
Book Salvage Value	Type
Book Method	TSJ Indicator
Book Prior Depreciation	Prior Special Depreciation
Book Override Current Depreciation	Number of Months in Short
Business Miles	Number of Deemed Months
Total Vehicle Miles	Qualified Indian Reservation
Commuting Miles	1=Qualified Enterprise Zone 2=Renewal Comm. Business
Vehicle Available for Personal Use	1=IRS Tables, 2=DB/SSL
Vehicle Used by More Than 5% Owner	1=150%DB, 2=200%DB(%MACRS)
No Other Vehicle Available for Personal Use	Alternative Depreciation System
Prohibit Employee Personal Use	Delete This Asset
Prohibit Employee Personal Use except Comm.	

OTR – Other Rental Income and Expenses

Property kind and Location	Taxes
<u>Income</u>	State taxes (if different)
Gross rents	Utilities
<u>Expenses</u>	Wages and Salaries
Advertising	Depreciation
Auto and Travel	State depreciation if different
Cleaning and Maintenance	Amortization
Commission	Management fees
Insurance	Mortgage interest paid to banks
Legal and other professional fees	Supplies
Interest expense	Other Expenses
Repairs	Ordinary gain (loss) (form 4797)

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Corporate Conversion Items (1120)

The **underlined and bold titles** are the titles that correspond with the Forms Pane of the TaxWorks tax program. The *underlined Italicized* titles are the sub-titles within the input screen.

GI – Form 1120 - General Information

General Information

Corporate Name	Consolidated return
Street Address	Personal Holding Co
City	Personal Service Corp
State	35% tax rate does not apply
Zip Code	EIN
Business Telephone Number	Date incorporated
E-Mail address	Total Assets
Title of Officer	Initial Return
Fiscal / Short Year Begin	Final Return
Fiscal / Short Year End	Name Change
Return Due Date	Address Change
Short Year months for annualization	IRS Discussion 1= yes

ES – Corporation Estimated Tax

Prior year's Overpayment Applied	7 th Estimated Payment
Overpayment applied from 1120X	8 th Estimated Payment
Backup withholding	Extension payment
1 st Estimated Payment	Override Voucher Payments
2 nd Estimated Payment	? Voucher #1
3 rd Estimated Payment	? Voucher #2
4 th Estimated Payment	? Voucher #3
5 th Estimated Payment	? Voucher #4
6 th Estimated Payment	

D – Schedule D

Short & Long Term Capital Gains and Losses

Capital loss Carry over	Unabsorbed prior year Capital loss carryover
Unabsorbed current year Capital loss carryover	Unabsorbed Capital loss carryover
	Unabsorbed Capital loss carryover

2220 – Form 2220 Underpayment of Estimated Tax

Prior year Tax	? Standard option – default
<u>Schedule A –Part I</u>	? Option 1 =1
Annualization Options –	? Option 2 =1

1 – Form 1120 – US Corporation Income Tax Return Page 1

<u>Income</u>	? Other
Gross Receipts	Interest
Less returns and allowances	Depreciation (form 4562)
Dividends (Schedule C, line 19)	Depletion (Not oil and gas)
US Government interest	Advertising
Tax Exempt interest	Pension, profit-sharing, etc., plans
Other interest	Employee benefit programs
Gross rents	Accounting
Gross Royalties	Amortization
Capital gain net income	Auto and truck expenses
Net gain or (loss) form 4797 part 11 line 18	Bank charges
Other income	Cleaning and laundry
<u>DEDUCTIONS</u>	Commissions
Compensation of officers	Delivery and freight charges
Salaries and wages (other than officers)	Dues and Subscriptions
? Less employment credits	Insurance
Repairs and maintenance	Janitor
Bad debts	Legal/professional
Rents	Licenses and permits
Taxes:	Meals and Entertainment
? Payroll	D.O.T. hrs of service rules
? State Income	Office expense
	Outside services

Parking
 Postage
 Printing
 Promotion
 Supplies
 Telephone
 Tools

Travel
 Uniforms
 Utilities
 Other Business Deductions
Taxes and Payments
 Refund applied - Form 4466
 Backup Withholding

N – Corporation Form 1120 – Schedule N

Did Corporation own any foreign entities disregarded as entities separate from owners

- ? Name
- ? Country where entity was organized
- ? EIN

Number of Forms 8865 attached

Did any corporation own at least 10% interest in any other foreign partnership

Did Corporation receive distribution from, or was it the grantor of or transferor to a foreign trust

- ? Name of partnership

- ? EIN
- ? Forms Filed
- ? Name of Tax Matter Partner
- ? Foreign Partnership tax year Beginning
- ? Foreign Partnership tax year Ending

Was Corporation a US Shareholder of any controlled foreign corporation?

- ? Number of Forms 5471 attached
 Did Corporation have interest in or signature or other authority over financial account?

2- Form 1120 – US Corporation Income Tax Return Page 2

Schedule A – Cost of Goods Sold

Inventory at beginning of year

Purchases

Cost of labor

Additional section 263A costs

Total Depreciation (form 4562)

Total Amortization (form 4562)

Other costs

Inventory at end of year

Check methods used for valuing closing inventory

- ? Cost = Default
- ? Lower Cost or market = 1

- ? Other =1
 - ? Describe
- Inventory methods
- ? Write-down of 'subnormal' goods =1
 - ? LIFO methods Form 970 attached = 1
 - ? Percentage (or amounts) of closing inventory under LIFO
 - ? Do rules of section 263A apply to Corporation? =1
 - ? Any Change in determining inventory valuation? =1

Schedule C Dividends and Special Deductions

Div from less-than-20%-owned domestic Corp subject to 70% deduction- not debt-financed

Div from 20%-or-more-owned domestic Corp subject to 80% deduction-not debt-financed

Dividends on debt-financed stock of domestic and foreign corporations (sec 246A)

Dividends on certain preferred stock of less-than 20%- owned public utilities

Dividends on certain preferred stock of 20%-or-more-owned public utilities

Dividends-less-20%-or-more-owned foreign Corp & certain FSC's – 70% deduction

Dividends-20%-or-more-owned foreign Corp & certain FSC's – 80% deduction

Dividends from wholly owned foreign subsidiaries subject to 100% deduction

Domestic Corp received by small business invest co operation under Act of 1958 – 100% deduction

Certain FSC's subject to 100% deduction (Sec 245(c)(1)) – 100% deduction

Affiliated group members subject to 100% deduction (Sec 243(a)(3)) – 100% deduction

Other Divi dends from foreign Corp not included in lines 3,6,7,8 or 11

Income from controlled foreign Corp under Subpart F (5471)

Foreign dividend gross-up (sec 78)

IC-DISC and former DISC dividends not included in lines 1, 2 or 3 (sec246(d))

Other Dividends

Deduction for dividends paid on certain preferred stock or public utilities

Schedule E – Compensation of Officers

Name of officer

Social Security Number

Percentage of time devoted to business

Percentage of Corp Common Stock

Percentage of Corp Preferred Stock

Less: Compensation of Officers claimed elsewhere on return

NOL

Net operating Loss

Unabsorbed NOL from 1989

Unabsorbed NOL from 1990

Unabsorbed NOL from 1991

Unabsorbed NOL from 1992

Unabsorbed NOL from 1993

Unabsorbed NOL from 1994

Unabsorbed NOL from 1995

Unabsorbed NOL from 1996

Unabsorbed NOL from 1997

Unabsorbed NOL from 1998

Unabsorbed NOL from 1999

Unabsorbed NOL from 2000

Unabsorbed NOL from 2001

Unabsorbed NOL from 2002

Unabsorbed NOL from 2003

PH1 – Schedule PH – US Personal Holding Company (PHC) Tax

Part I Undistributed Personal Holding Company Income

Taxable income before NOL and special deductions

Contributions deducted in figuring line 1

Federal and foreign income, war profits and excess profits taxes not deducted in figuring line 1

Contributions deductible under Section 545(b)(2)

NOL for preceding tax year under Section 545(b)(4)

Net capital Gain

Income tax on this net capital gain Section 545(b)(5)

Dividends paid after end of tax year (not deficiency dividends)

Part II Personal Holding Company income

? Federal tax accrual, option 2 (carry to balance sheet)	EIN of affiliate group / or parent-sub subsidiary controlled group
? State tax accrual, option 1 (carry state tax accrual to deduction line)	50% or more of the voting stock is owned by an individual or entity (limit 5)
? State tax accrual, option 2 (carry to balance sheet)	? Name
? Other	? Social Security Number
? Specify	? EIN
Business activity code number	? Percentage Owned
Business activity	Foreign person owned 25% total voting power/ total value of all stock 1 = yes
Product or Service	? Percentage Owned
50% or more of voting stock of Domestic Corp directly or indirectly (limit 5)	? Owner's Country
? Name	? Number of Forms 5472 attached
? EIN	Tax exempt interest received or accrued
? Percentage owned	Number of shareholders if under 75
? Income or Loss	Available NOL carryover prior years
Corporation is a subsidiary in affiliate group / or parent-sub subsidiary controlled group 1 = yes	Corporation total receipts and total assets at end of year are less than \$250,000 1= yes
Name of affiliate group / or parent-sub subsidiary controlled group	Total cash distributions and book value property distributions made during the tax year

AMT NOL

Federal AMT Net operating Loss

Unabsorbed AMT NOL from 1989	Unabsorbed AMT NOL from 1997
Unabsorbed AMT NOL from 1990	Unabsorbed AMT NOL from 1998
Unabsorbed AMT NOL from 1991	Unabsorbed AMT NOL from 1999
Unabsorbed AMT NOL from 1992	Unabsorbed AMT NOL from 2000
Unabsorbed AMT NOL from 1993	Unabsorbed AMT NOL from 2001
Unabsorbed AMT NOL from 1994	Unabsorbed AMT NOL from 2002
Unabsorbed AMT NOL from 1995	Unabsorbed AMT NOL from 2003
Unabsorbed AMT NOL from 1996	

Charitable Contribution Carryover

Unabsorbed Charitable Contribution from 1999	Unabsorbed Charitable Contribution from 2002
Unabsorbed Charitable Contribution from 2000	Unabsorbed Charitable Contribution from 2003r
Unabsorbed Charitable Contribution from 2001	

4- Form 1120 US Corporation Income Tax Return Page 4

Schedule L Balance Sheets

Beginning Assets

Cash
Trade notes and accounts receivable
Less bad debt allowance
Inventories
US Government obligations
Tax Exempt securities
Other current assets
Prepaid federal tax
Prepaid state tax
Loans to Stockholders
Mortgage and Real estate loans
Other investments
Buildings / other depreciable assets
Less accumulated depreciation
Depletable assets
Less accumulated depletion
Land (net of any amortization)
Intangible assets (amortization only)
Less accumulated amortization
Other assets

Ending Assets

Cash
Trade notes and accounts receivable
Less bad debt allowance
Inventories
US Government obligations
Tax Exempt securities
Other current assets
Prepaid federal tax
Prepaid state tax
Loans to Stockholders

Mortgage and Real estate loans
Other investments
Buildings / other depreciable assets
Less accumulated depreciation
Depletable assets
Less accumulated depletion
Land (net of any amortization)
Intangible assets (amortization only)
Less accumulated amortization
Other assets

Beginning Liabilities

Accounts payable
Notes payable in under 1 year
Other current liabilities
Federal tax payable
State tax payable
Loans for Stock holders
Notes payable in over 1 year
Other Liabilities
Capital - Preferred Stock
Capital – Common Stock
Paid-in or capital surplus
Retained earnings: Appropriated
Retained earnings: Un-appropriated
Adjustments to shareholders equity
Less cost of Treasury Stock

Ending Liabilities

Accounts payable
Notes payable in under 1 year
Other current liabilities
Federal tax payable
State tax payable
Loans for Stock holders

Notes payable in over 1 year	Travel and entertainment
Other Liabilities	Other
Capital - Preferred Stock	Tax-exempt interest
Capital – Common Stock	Other interest
Paid-in or capital surplus	Depreciation
Retained earnings: Appropriated	Contribution Carryover
Adjustments to shareholders equity	Other
Less cost of Treasury Stock	<u>Schedule M2 – Analysis of Un-appropriated Retained earnings per books</u>
<u>Schedule M1 – Reconciliation of Book and Taxable Income</u>	Balance at beginning of year
Net income per books	Other increases
Federal income tax	Distributions
Excess capital loss over capital gains	? Cash
Taxable income not on books	? Stock
Depreciation	? Property
Contribution Carryover	Other decreases

F – Farm Income and Expenses

Schedule F Farm Income and Expense

Principal Product	? Amount received in current year
Agricultural Activity Code	? Elect to defer
Employer ID number	? Amount deferred from prior year

Taxpayer materially participates

Custom hire (machine work) income

Part I Farm Income (Cash Method)

Other income

Sale of livestock and other items bought for resale

Part II Farm Expense Cash and Accrual

Cost of livestock and other items reported on line 1

Car / Truck expenses

Sales of livestock, produce, grains and other products raised

Chemicals

Taxable cooperative distributions amount

Conservation expense

Commodity credit corporation (CCC) loans:

Custom hire

 ? CCC loans reported under election

Employee Benefit program

 ? Taxable amount

Feed purchase

Crop insurance proceeds and certain disaster payments:

Fertilizers and lime

Freight and trucking

Gasoline fuel and oil
 Insurance (not health)
 Interest:
 ? Mortgage paid to banks etc.
 Labor hired less:
 ? Employment credits
 Pension / Profit Sharing
 Rent or Lease:
 ? Machinery and Equipment
 ? Other (land, animals)
 Repairs and maintenance
 Seeds / plants purchased
 Storage / warehousing
 Supplies purchased
 Taxes
 Utilities
 Vet, breeding, medicine

Part III Farm Income Accrual Method
 Sales of livestock, produce, grains and other products raised
 Total cooperative distributions amount (1099-PATR)
 ? Taxable amount
 Agricultural program payments
 ? Taxable amount
 Commodity credit corporation (CCC) loans:
 ? CCC loans reported under election
 ? CCC loans forfeited
 ? Taxable amount
 Crop insurance proceeds
 Custom hire (machine work) income
 Inventory of Livestock etc at beginning of year
 Cost of Livestock, produce, etc during year
 Inventory of Livestock, etc at end of year

PTK1 – Schedule K-1 received

Entity identification number
 Entity Name

Tax Shelter Registration number

4562 – Assets

Force Options
 Other Listed property
 No Evidence to Support
 No Written Evidence to Support Business Use
 Form #
 Multiple Form Number
 Federal Cost
 Federal Current Section 179
 Federal Prior Section 179
 Basis Reduction (land other)
 Salvage Value
 Federal Depreciation Method

Federal Convention
 Fed prior Depreciation
 Override Current Depreciation
 Portion Attributable to Sec 263A
 State Cost
 State Current Sec 179
 State Prior Sec 179
 State Salvage Value
 State Method
 State Prior Depreciation
 State Override Current Depreciation
 AMT Basis

AMT Prior Depreciation	Asset Description
AMT Override Current	Date Placed in Service
Book Cost	Sale Date of Disposition
Book Salvage Value	Business Use Percent
Book Method	Amortization Code Section
Book Prior Depreciation	Federal Useful Life
Book Override Current Depreciation	State Life or Class
Business Miles	AMT Class Life
Total Vehicle Miles	Book Life or Class
Commuting Miles	Type
Vehicle Available for Personal Use	TSJ Indicator
Vehicle Used by More Than 5% Owner	Prior Special Depreciation
No Other Vehicle Available for Personal Use	Number of Months in Short
Prohibit Employee Personal Use	Number of Deemed Months
Prohibit Employee Personal Use Except Comm.	Qualified Indian Reservation
Treat All Use of Vehicle as Personal Use	1=Qualified Enterprise Zone 2=Renewal Comm. Business
Provide More Than 5 Vehicles	1=IRS Tables, 2=DB/SSL
Meet Qualified Auto Demo Require	1=150%DB, 2=200%DB(%MACRS)
Provide Vehicle for Employee Use	Alternative Depreciation System
1=Increase Deduction Limits for Electric Vehicle 1=No Limits	Delete This Asset
Qualified Special Depreciation Allowances	

Lacerte® to TaxWorks®

S Corporation Conversion Items (1120S)

The **underlined and bold titles** are the titles that correspond with the Forms Pane of the TaxWorks tax program. The *underlined Italicized* titles are the sub-titles within the input screen.

GI – Form 1120S – General Information

General Information

Name (First Line)	Business Activity
Name (Second Line)	Product or Service
Street Address	EIN
Zip code	Date Incorporated
City	Initial Return
State	Final Return
S-Corp Phone Number	Name Change
E-Mail address	Address Change
Fiscal / Short Year Beginning	Amended return
Fiscal / Short Year End	Number of K-1's attached
S Corp Election Date	Title of officer
Business Code number	Authorize IRS to Discuss Return with Preparer

1 – Form 1120S – U.S. Tax Return for an S Corporation

Income

Other Income (loss)	? State Income
	? Other

Deductions

Compensation of officers	Interest
Salaries and wages (other than officers)	Depreciation (Form 4562)
? Less employment credits	Depletion (Not oil and gas)
Repairs and maintenance	Advertising
Bad Debts	Pension, profit-sharing, etc., plans
Rents	Employee benefit programs
Taxes:	Accounting
? Payroll	Amortization
	Auto & truck expenses

Bank charges
 Cleaning and laundry
 Commissions
 Delivery charges
 Dues & subscriptions
 Insurance
 Janitor
 Legal/professional
 Licenses and permits
 Meals and Entertainment
 D.O.T. hrs of service rules
 Office expense
 Outside services

Parking
 Postage
 Printing
 Promotion
 Supplies
 Telephone
 Tools
 Travel
 Uniforms
 Utilities
 Other business deductions
Tax and Payments
 Amount applied from last year's return

2 – Form 1120S – Income Tax Return for an S Corporation

Schedule A – Cost of Goods Sold

Additional sec 263A costs

Other costs

Inventory at end of year

Inventory Method (Default = Cost)

? Lower of Cost or Market

? Other

Do Section 263A Rules Apply to The Corporation?

Schedule B – other Information

Accounting Method (Default = Cost)

? Accrual

? Other

? Specify

Business Activity

Product or service

Business code number

Own 50% or more of domestic corp.? = 1

? Name

? Address

? Employer I.D. No

? Percent owned

Member of controlled group = 1

Required to file Form 8264, Registration of a Tax Shelter = 1

Issued publicly offered debt instrument with original issue discount = 1

Net unrealized built-in gain reduced from prior years

Subchapter C earnings and profits at close of tax year = 1

Corporations total receipts and total assets at end of year less than \$250,000 = 1

Schedule K -Shareholders Share of Income (loss)

Ordinary income (loss)

Net income(loss)from rental real estate activities

Gross income from other rental activities

? Less other rental activities expenses

Portfolio Income(loss):

? Interest income

o Qualified dividends

o Nonqualified dividends

- | | |
|---|---|
| ? Royalty income | ? Net long-term capital gain (loss) (Entire year) |
| ? Net short-term capital gain(loss)(Post May 5, current year) | ? Other portfolio income (loss) |
| ? Net short-term capital gain (loss) (Entire year) | Net Section 1231 gain (loss) (Post May 5, current year) |
| ? Net long-term capital gain(loss) (Post May 5, current year) | ? Net Section 1231 Gain (loss) (Entire Year) |
| | Other income (loss) |

3 – Form 1120S – Income Tax Return for an S-Corporation – Page 3

Deductions

Charitable Contributions: Cash

- ? Non cash

Section 179 expense deduction

Deductions related to portfolio income (loss)

Other deductions

Credits

Qualified rehabilitation expenditures related to rental real estate

Credits related to rental real estate activities

Other credits

Adjustments and Tax Preference Items

Other adjustments & tax preference items

Foreign Taxes

Name, foreign country or U.S. possession

Total gross income sourced at Corp level – Listed categories

Deductions allocated and apportioned at Corp level to foreign income

- ? Listed categories

Foreign taxes accrued (Paid is automatic)

Reduction in taxes available for credit and gross income from all sources

Other Items

Total Section 59(e)(2) Expenditures

Tax exempt interest income

Other tax exempt income

Other nondeductible expense

4 - Income Tax Return for an S-Corporation – Page 4

Schedule L Balance Sheets

Assets – Beginning of Tax Year

Cash

Trade notes and accounts receivable

- ? Less bad debt allowance

Inventories

US Government obligations

Tax Exempt securities

Other Current Assets

Loans to Shareholders

Mortgage and Real estate loans

Other investments

Buildings / other depreciable assets

- ? Accumulated depreciation

Depletable assets

- ? Less accumulated depletion

Land (net of any amortization)

Intangible Assets (Amortizable only)

- ? Accumulated amortization

Other assets

Assets – End of Tax Year

Cash
Notes and Accounts Receivable
 ? Bad Debt allowance
Inventories
U.S. Government Obligations
Tax-Exempt Securities
Other Current Assets

Loans to Shareholders
Mortgage and Real Estate Loans
Other Investments
Building & Other Depreciable Assets
 ? Accumulated Depreciation
Depletable Assets
 ? Less Accumulated Depletion
Land (Net of any Amortization)
Intangible Assets (Amortizable Only)
 ? Accumulated Amortization
Other Assets

Liabilities and Shareholders' Equity - Beginning of Tax Year

Accounts payable
Note payable in less than 1 year
Other Current Liabilities
Loans for Shareholders
Notes Payable in 1 year or more
Other Liabilities
Capital Stock
Additional Paid-in capital
Retained earnings:
Adjustments to shareholders equity
Cost of Treasury Stock

Liabilities and Shareholders' Equity – End of Tax Year

Accounts Payable
Note payable in less than 1 year
Other Current Liabilities
Loans from Shareholders
Notes Payable in 1 year or more
Other Liabilities
Capital Stock
Additional Paid-in Capital
Retain Earnings
Adjustments to Shareholders' Equity
Cost of Treasury Stock

Schedule M-1 – Reconciliation of Income Per Books

Schedule K Income Not on Books
Book Expenses Not Deducted this Year
 ? Other
Income Not Included on Return this Year
 ? Tax-Exempt Interest
 ? Other
Deductions on Return Not Charged Against Book Income this Year
 ? Other

Schedule M-2 – Analysis of Accumulated Adjustments Account

Accumulated Adjustments Acct
 ? Beginning balance
 ? Other additions
 ? Other reductions
Other Adjustments Account
 ? Beginning balance
Shareholders Undistributed Taxable Income Previously Taxed
 ? Beginning balance
Accumulated Earnings and Profits
 ? Beginning balance

K1- Schedule K-1, Shareholder's Share

General Information

Shareholder Name	City, State, Zip Code
Street Address	Shareholder's percentage of stock ownership

UVK-1 – Universal and Supplemental K-1 Information

UVK1 – Universal K-1

Final K-1	Tax shelter registration number
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K1PT – Partnership Schedule K1 Received

Description/Distributive Share Items

Entity Identification Number	Entity Name
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ES – S Corporation Estimated Tax

current year Estimated Tax Payments

Prior year's Overpayment Applied

D- Schedule D – Capital Gains and Losses

Short & Long Term Capital Gains and Losses

	Sales Price
Description of Property	Cost or Basis
Date Acquired	State Cost
Date Sold	

SCHA – Form 8609 Schedule A – Annual Statement

Form 8609

	Credit Percentage
Eligible Basis of Building	Amount on Form 8609, part 1, line 1b
Low-Income Percentage	

8611 – Recapture of Low-Income Housing Credit

Form 8611

	Date Placed in Service
Building ID Number	

8825 – Rental Real Estate Income and Expenses

Form 8825

Property Kind and Location

Other Expenses

F – Farm Income and Expenses

Schedule F Farm Income and Expense

Principal Product

Car / Truck expenses

Agricultural Activity Code

Chemicals

Employer ID number

Conservation expense

Taxpayer materially participates

Custom hire

Part I Farm Income (Cash Method)

Employee Benefit program

Sale of livestock and other items bought for resale

Feed purchase

Cost of livestock and other items reported on line 1

Fertilizers and lime

Sales of livestock, produce, grains and other products raised

Freight and trucking

Gasoline fuel and oil

Total cooperative distributions amount (1099-PATR)

Insurance (not health)

Taxable cooperative distributions amount

Interest:

? Taxable amount

? Mortgage paid to banks etc.

? Other

Agricultural program payments

Labor hired less:

? Taxable amount

? Employment credits

Commodity credit corporation (CCC) loans:

Pension / Profit Sharing

? CCC loans reported under election

Rent or Lease:

? CCC loans forfeited

? Machinery and Equipment

? Taxable amount

? Other (land, animals)

Crop insurance proceeds and certain disaster payments:

Repairs and maintenance

? Amount received in current year

Seeds / plants purchased

? Taxable Amount

Storage / warehousing

? Elect to defer

Supplies purchased

? Amount deferred from prior year

Taxes

Custom hire (machine work) income

Utilities

Other income

Vet, breeding, medicine

Part II Farm Expense Cash and Accrual

Part III Farm Income Accrual Method

Sales of livestock, produce, grains and other products raised
 Total cooperative distributions amount (1099-PATR)
 ? Taxable amount
 Agricultural program payments
 ? Taxable amount
 Commodity credit corporation (CCC) loans:
 ? CCC loans reported under election

? CCC loans forfeited
 ? Taxable amount
 Crop insurance proceeds
 Custom hire (machine work) income
 Inventory of Livestock etc at beginning of year
 Cost of Livestock, produce, etc during year
 Inventory of Livestock, etc at end of year

4562 – Assets

Force Options	AMT Prior Depreciation
Other Listed property	AMT Override Current
No Evidence to Support	Book Cost
No Written Evidence to Support Business Use	Book Salvage Value
Form #	Book Method
Multiple Form Number	Book Prior Depreciation
Federal Cost	Book Override Current Depreciation
Federal Current Section 179	Business Miles
Federal Prior Section 179	Total Vehicle Miles
Basis Reduction (land other)	Commuting Miles
Salvage Value	Vehicle Available for Personal Use
Federal Depreciation Method	Vehicle Used by More Than 5% Owner
Federal Convention	No Other Vehicle Available for Personal Use
Fed prior Depreciation	Prohibit Employee Personal Use
Override Current Depreciation	Prohibit Employee Personal Use Except Comm.
Portion Attributable to Sec 263A	Treat All Use of Vehicle as Personal Use
State Cost	Provide More Than 5 Vehicles
State Current Sec 179	Meet Qualified Auto Demo Require
State Prior Sec 179	Provide Vehicle for Employee Use
State Salvage Value	1=Increase Deduction Limits for Elec. Vehicle 1=No Limits
State Method	Qualified Special Depreciation Allowances
State Prior Depreciation	Asset Description
State Override Current Depreciation	Date Placed in Service
AMT Basis	

Sale Date of Disposition	Prior Special Depreciation
Business Use Percent	Number of Months in Short
Amortization Code Section	Number of Deemed Months
Federal Useful Life	Qualified Indian Reservation
State Life or Class	1=Qual. Enterprise Zone 2=Renewal Comm. Business
AMT Class Life	1=IRS Tables, 2=DB/SSL
Book Life or Class	1=150%DB, 2=200%DB(%MACRS)
Type	Alternative Depreciation System
TSJ Indicator	Delete This Asset

OTR – Other Rental Income and Expenses

Property kind and Location	Taxes
<u>Income</u>	State taxes (if different)
Gross rents	Utilities
<u>Expenses</u>	Wages and Salaries
Advertising	Depreciation
Auto and Travel	State depreciation if different
Cleaning and Maintenance	Amortization
Commission	Management fees
Insurance	Mortgage interest paid to banks
Legal and other professional fees	Supplies
Interest expense	Other Expenses
Repairs	Ordinary gain (loss) (form 4797)