TAXWORKS
PROFESSIONAL TAX SOFTWARE

Tax**Works** Conversions **2009**

Welcome to TaxWorks 2009

Thank you for choosing TaxWorks Professional Tax Software. We are excited to have you on our team and we are look forward to building a lasting relationship together.

As you make the transition to TaxWorks we want to ensure that everything runs as smoothly as possible. The first step of this transition will be converting your clients from Drake to TaxWorks. This document contains step-by-step instructions on converting your clients. Please read through it carefully.

We have also included a section noting the specific fields for each form that is converted to each TaxWorks system. The form information is lengthy and is intended for reference purposes only. You needn't read it in its entirety. Information is documented for systems 1040. The systems 1041, 1065, 1120, and 1120S are scheduled to be released approximately 12/01/10.

If you require assistance during the conversion process, please don't hesitate to contact our support team at 1-800-843-1139. Again, welcome! We look forward to working with you.

Sincerely,

TaxWorks Professional Tax Software

Table of Contents

Disclaimer Statement

The goals of the TaxWorks data conversion are as follows:

1. To convert only the Drake data to TaxWorks format you will need to run Update Clients which transfers your 2009 TaxWorks data to 2010 TaxWorks.

2. To convert only the 2009 Drake data to 2009 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 2009 TaxWorks tax return.

NOTE: *Do not process/prepare 2009 tax returns using only the converted information, as tax calculations may not be accurate. Some manual data entry may be required.*

Depreciation Conversions

- ✍ 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.
- ✍ Verify the Method accurately converted.
- ✍ Verify the Convention accurately converted. Any default Conventions will convert. If there is not a default Convention the direct entry will convert.
- ✍ If you have overridden any depreciation calculations, review them for accuracy.
- ✍ If you had selected to delete the asset next year, the asset will not convert.
- ✍ Assets involved in a like-kind exchange may not convert properly, because of the difference in handling between the two systems. 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 2009 Asset Manager, click the 179 button, and remove any unnecessary information.

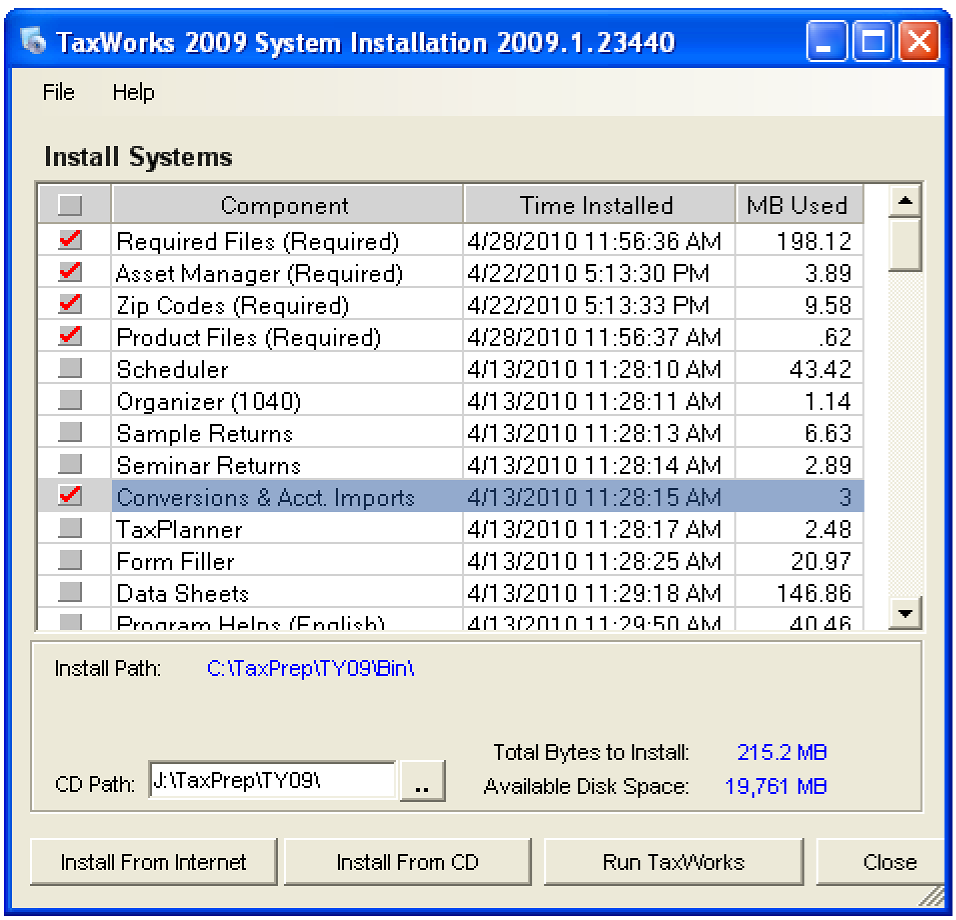
Individual Conversion

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

- ✍ Items selected for deletion for next year may not be taken into account. You may have to manually remove some items after updating to TaxWorks 2009.
- ✍ Worksheets will not convert.
- ✍ TaxWorks 2009 Taxpayer Organizer – Will be available 09/22/10

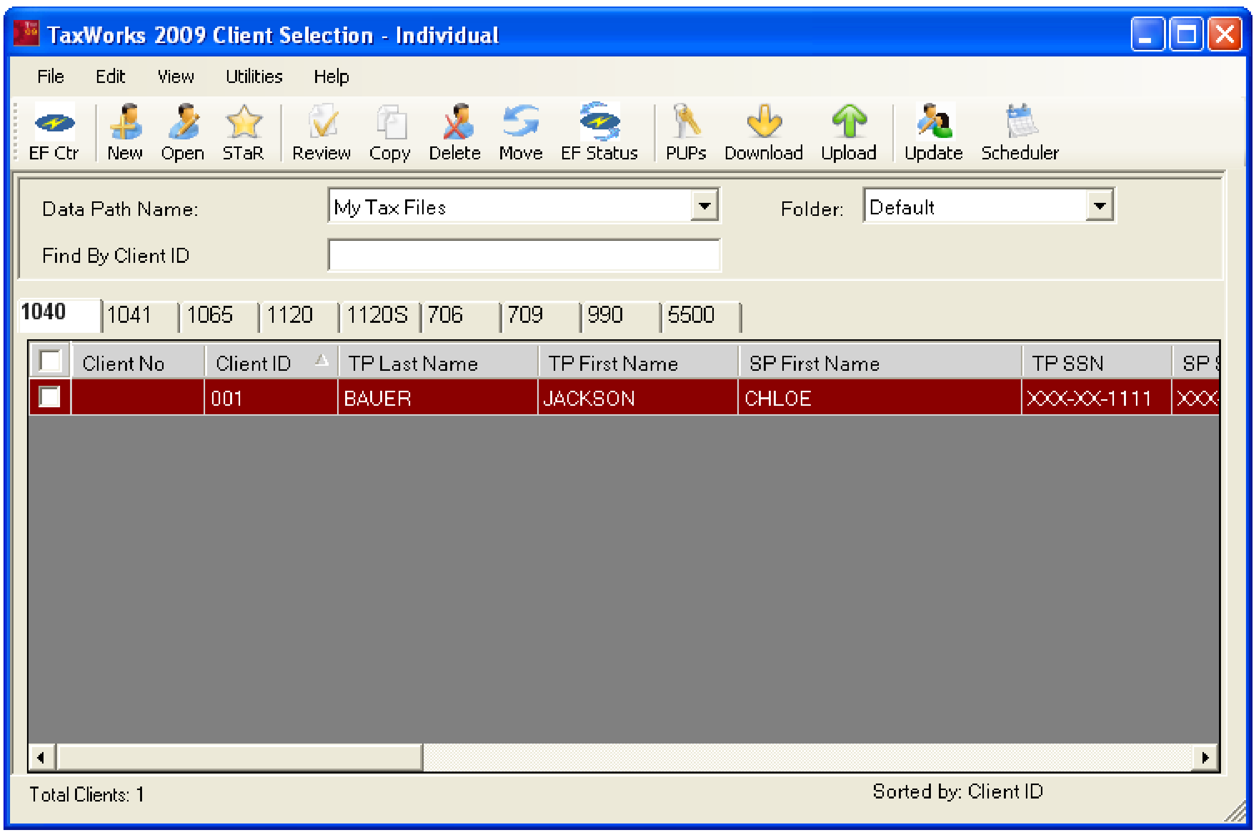
Conversion Process

1. As a precaution, backup your client data in your 2009 software package.
2. Install the TaxWorks 2009 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 1-800-230-2322.
3. After installation is complete, open TaxWorks 2009 by clicking the *TaxWorks icon* located on your desktop.
4. If the Client Selection screen appears, click *Close*.
5. On the menu bar click *Installations*, and then *Install Systems*.



6. Tag the following items using your mouse. Do this by clicking on the gray box to the left of the item:
    a. Required Files (Required
    b. Asset Manager (Required)
    c. Zip Codes (Required)
    d. Product Files (Requires)
    e. Conversions & Acct Imports (Required)

7. Tag only the Federal systems for clients you wish to convert:
    a. Federal 1040 Individual
8. Click *Install From Internet*
9. Once install is complete click *Close*
10. Files that were upgraded will automatically decompress.
11. Click *Run Taxworks*
12. TaxWorks 2009 will automatically open.
13. If the Client Selection screen appears, close it by clicking the *Red X.*

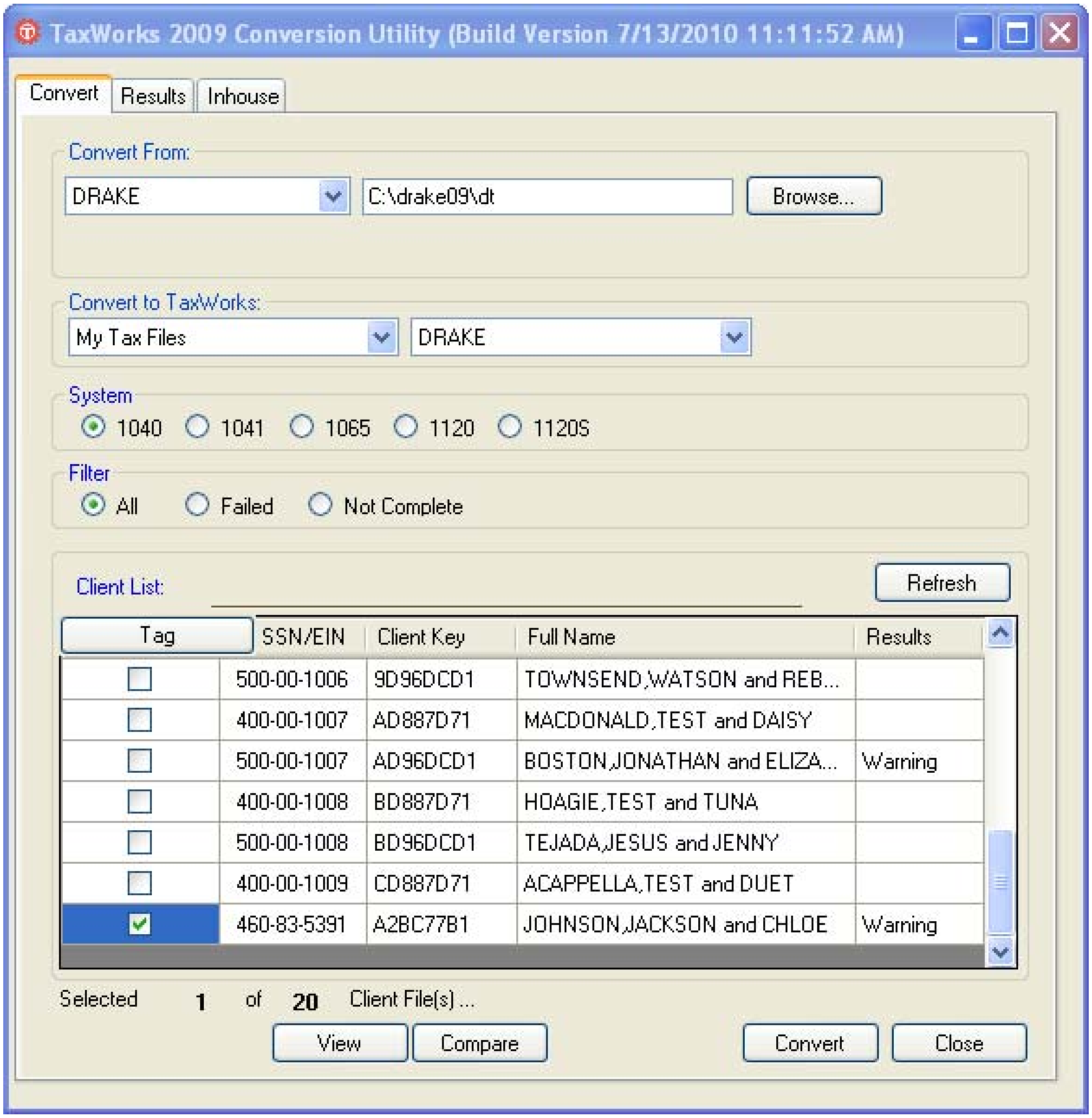


14. Click the *File* menu and select *Convert Clients*.
15. TaxWorks will automatically close.
16. The TaxWorks 2009 Conversion Utility will open.
17. Verify Drake Data Path:

    C:\drake09\dt
    Note: *Vendor Data Path will change with system selected at the bottom of the screen.*

18. Select the TaxWorks Data Path (default is MY TAX FILES)
19. Select the TaxWorks Folder (default is DEFAULT)

20. Tag clients you want to convert. To Tag all clients click Tag.
21. Click *Convert*.



22. Once the conversion is complete, the status of each client will be displayed in the Status column.
23. To view a conversion report, click the *Results* tab.
24. When finished click *Close.*
25. TaxWorks 2009 will automatically open.
26. If the Client Selection window does not open automatically click the *Clients* button located on the button bar.

27. Carefully review your converted data files to be sure your converted data is accurate. To open the return double click on the desired client file; or, highlight the desired client and click *Open*. If you have items that did not convert, manually enter them in the TaxWorks program.
28. If you have any questions or suggestions concerning the conversion process please contact us at support@TaxWorks.com or call 1-800-843-1139.
29. 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.*

Drake® to TaxWorks® 2009

Individual (1040) Conversion Items

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

GI – General Info - Advanced

General Information

Taxpayer First Name and Initial
Taxpayer Last Name
Taxpayer Social Security Number
Taxpayer Occupation
Taxpayer Birthdate
Taxpayer Blind
Taxpayer Permanent Disabled
Taxpayer Death Date
Taxpayer Phone: Home
Taxpayer Phone: Work
Taxpayer Phone: Cell
Taxpayer Pres Elect Campaign
Spouse First Name and Initial
Spouse Last Name
Spouse Social Security Number
Spouse Occupation
Spouse Birthdate
Spouse Blind
Spouse Permanent Disabled
Spouse Death Date
Spouse Phone: Home
Spouse Phone: Work
Spouse Phone: Cell
Spouse Pres Elect Campaign

Address, County and School

In Care Of
Address
Apt #
Zip, City, State
County
School Dist Name
TP e-mail Address
SP e-mail address

Filing Status

Single

Taxpayer Can Be Claimed on Someone Else's Return

Joint

Check if Spouse Is Claimed on Someone Else's Return

Married Filing Separately

Dual Status Alien
Claim Spousal Deduction
Didn't Live With Spouse All Year

Head of Household

Qualifying Widow(er)

Preparer Third Party Designee

DI – Dependents

Dependent Information

First Name
Last Name
Birthdate
Social Security Number
Relationship
Months Lived at Home
Disabled
Student
Not Eligible for CTC
Child Care Expenses

1 – 1040 Pg1

Form 1040 – Income Tax Return Page 1

Income

Household Emp Inc Not Reported on W-2
Taxable Graduate Scholarship Amount
Taxable Interest
Tax-exempt Interest – Taxpayer
Tax-exempt Interest – Spouse
Ordinary Dividends
Taxable Refunds
Alimony Received – Taxpayer

Alimony Received – Spouse
IRA Distribution
IRA Distribution – Tax Amount
Pensions / Annuities
Pensions / Annuities – Tax/Amount
Unemployment Compensation Ins – Taxpayer
Unemployment Compensation Ins – Spouse
Repaid Unemployment Comp for 2009

Adjustments

Educator Expenses – Taxpayer
Educator Expenses – Spouse
Self-employed SEP, SIMPLE and Qualified Plans – Taxpayer
Self-employed SEP, SIMPLE and Qualified Plans – Spouse
SE Health Insurance Deduction – Taxpayer
SE Health Insurance Deduction – Spouse
Penalty on Early Withdrawal of Savings
Alimony Paid:
Recipients Name
Recipients SSN
T/S
Recipients Amount
Student Loan Interest Deduction Taxpayer
Student Loan Interest Deduction Spouse
Other Adjustments:
Jury Duty Pay
Personal Property Rental Expense
Reforestation
501(c) 18
Sub-Pay TRA
Other Adjustments

2 – 1040 Pg2

Form 1040 – US Individual Income Tax Return, Page 2

Tax Computation

Force Itemized Deduction
Force Standard Deduction
Additional Tax from Education Credit Recapture Tax

Credits

Foreign Tax Credit

Other Taxes

Recapture Tax for Low-income Housing Credit
Recapture Tax for Qualified Electric Vehicle Credit
Recapture Tax for Indian Employment Credit
Recapture Tax for New Markets Credit
Uncollected Tax on Reported Tips
Golden Parachute Payments
Installment Sales – Dealers in Personal Property
Nonqualified Deferred Compensation Plan
Additional Tax from Charitable Contribution Recapture
COBRA Premium Assistance Received in 2009

Refund

Amount of Refund to Apply to 2010
Estimates Tax Penalty
Prepare Is Third Party Designee
Third Party Name
Third Party Phone Number
Third Party Personal ID Number

W2 – Wage W2

Form W-2 – Wages and Tax information

Ownership Code (T,S)
Employee SSN (if different)
Employee Name (if different)
Employee Address (if different)
Employee City, State, ZIP (if different)
Employer's ID Number
Employer's Name
Employer's Address
Employer's ZIP, City, State
Wages, Tips, Other Compensation
Federal Income Tax Withheld
Social Security Wages
Social Security Tax Withheld
Medicare Wages and Tips
Medicare Tax Withheld
Social Security Tips

Allocated Tips
Advanced EIC Payment
Dependent Care Benefits
Nonqualified Plans
Box 12
Retirement Plan
Third-Party Sick Pay
Non-standard Indicator
Corrected Form W-2
State Name
State ID Number
State Wages
State Tax Withheld
Local Wages
Local Tax
Locality Name

W2G – Gambling W2

W-2G – Certain Gambling Winnings

Ownership Code (T,S)
Winner's Name (if different)
Winner's Street Address (if different)
Winner's City, State, Zip (if different)
Payer's Federal ID Number
Payer's Address
Payer's Zip, City, State
Gross Winnings
Federal Income Tax Withheld
Date Won
Transaction
Race
Winnings from Identical Wagers
Cashier
Window
First ID Number
Second ID Number
Two-letter State Code
Payer's State ID Number
Locality Name
State Tax Withheld
Local Withholding
Non-Standard Indicator
Corrected Form W-2G

1099G – Govt Payments

Form 1099-G – Government Payments

Ownership Code (T,S)
Recipient's Name (if different)
Recipient's Street Address (if different)
Recipient's City, State, ZIP (if different)
Federal ID Number
Payer's Name
Unemployment Compensation
Amount Repaid
State or Local Income Tax Refunds, Credits, or Offsets
Box 2 Amount Is For Tax Year
Federal Income Tax Withheld
ATAA Payments
Taxable Grants
Agricultural Payments
Amount in Box 2 Applies To Income from a Trade or Business
1st State Tax Withheld
1st State
1st State Payer State No

1099M – Misc Income

1099-MISC – Miscellaneous Income

Ownership Code (T,S)
Recipient's Name (if different)
Recipient's Street Address (if different)
Recipient's ZIP (if different)
Carry Income to
Multiple
Federal ID Number
Payer's Name
Rent
Royalties
Other Income
Federal Income Tax Withheld
Fishing Boat Proceeds
Medical and Health Care Payments
Nonemployee Compensation
Substitute Payments
Payer Made Direct Sales of $5,000
Crop Insurance Proceeds
Excess Golden Parachute Payments
Gross Proceeds Paid to an Attorney
1st State:
State
State Tax Withheld
Payer State Number
State Income
Local Tax Withheld

Locality Name
Local Distribution
2nd Sate:
State
State Tax Withheld
Payer State Number
State Income
Local Tax Withheld
Locality Name
Local Distribution

1099R – Pensions

1099R – Distributions from Pensions, Etc

Ownership Code (T,S)
Payee's Name (if different)
Payee's Street Address (if different)
Payee's ZIP, City, State (if different)
Federal ID Number
Payer's Name
Payer's Address
Payer's ZIP, City, State
Account Number
Gross Distribution
Taxable Amount
Taxable Amount Not Determined
Total Distribution
Capital Gains Included in Line 2a
Federal Income Tax Withheld
Employee / Designated Roth Contributions
Net Unrealized Appreciation
Distribution Code
IRA/ SEP/ SIMPLE
Rollover Distribution by Taxpayer
Partial Rollover Amount Included
Other
Percent
Percent Total Distribution
Total Employee Contribution

1st State
State
State Tax Withheld
Payer State Number
Distribution
Local Tax Withheld
Locality Name
Local Distribution
2nd State
State
State Tax Withheld
Payer State Number
Distribution
Local Tax Withheld
Locality Name
Local Distribution

Taxable Pension Calculation Using the Simplified Method

Cost in Plan at Starting Date
Age at Starting Date
Amount Received Tax Free after 1986
No of Months Payments Made

RET – Ret Contrib

Retirement Contributions

Traditional IRA

Taxpayer –
IRA Contribution
Covered By Retirement Plan
Total Basis for 2008 and Earlier Years

Spouse –
IRA Contribution
Covered By Retirement Plan
Total Basis for 2008 and Earlier Years

Roth IRA

Taxpayer –
Amount Actually Contributed for 2009
Basis in Roth IRA Contributions for 2008 and Earlier

Spouse –
Amount Actually Contributed for 2009
Basis in Roth IRA Contributions for 2008 and Earlier

SSA – Soc Sec Ben

Social Security and Tier 1 Railroad Benefits

Taxpayer – Total Social Security Benefits

Taxpayer – Total Medicare Premiums Paid

Taxpayer – Total Tier 1 Railroad Benefits
Taxpayer – Federal Income Tax Withheld
Spouse – Total Social Security Benefits
Spouse – Total Medicare Premiums Pd
Spouse – Total Tier 1 Railroad Benefits
Spouse – Federal Income Tax Withheld

A – Schedule A

Schedule A – Itemized Deductions

Medical Insurance
Medical Miles
Override Total Long Term Care Premiums
Other Medical Expenses
State and Local Income Taxes
General Sales Taxes
Real Estate Taxes: State and Local
Personal Property Taxes
Other Taxes
Home Mortgage Interest and Points Reported on Form 1098
Mortgage Interest Not Reported on 1098:
  Name
  Street Address
  SSN/EIN (Mapped to SSN Field)
Home Mortgage Entered Above That Is Subject to AMT
Points Not Reported on 1098
Qualified Mortgage Insurance Premiums
Investment Interest
Contributions by Cash or Check (Total Only)
Total Charitable Mileage at .14
Contributions Other than Cash or Check (Total Only)
Unreimbursed Employee Expenses:
Tax Return Preparation Fees
Other Limited Expenses:
Other Miscellaneous Deductions

B – Schedule B

Schedule B – Interest and Ordinary Dividends

Part I – Interest Income

Interest Income Description
T,S,J
Interest Income (Not US Govt)
Early Withdrawal
US Government Savings bonds
Tax-Exempt (Muni Bonds)
Specified Private Activity Bond
Adjustment Amount
Federal Withholding
Investment Expense
Foreign Tax Paid
Foreign Country or US Possession
Carry to State

Interest Income from Seller-Financed Mortgages

Name
Address
SSN

Part II – Ordinary Dividends

Dividend Income Description
T,S,J
Total Ordinary Dividends
Qualified Dividends
Total Capital Gains
(28%) Collectibles
Unrecap Sec 1250
Section 1202 Gain
Investment Expense
Foreign Tax Paid
Foreign Country or US Possession
Federal Withholding
Foreign Account
Name of Country
Foreign Trust

C – Schedule C

Schedule C – Profit or Loss from Business

Business Owner (T/S/J)
Principal Business Including Product
Principal Business Code
Business Name
Employer Identification Number
Street address (if different)
City, State, ZIP (if different)
Accounting Method –
  (Cash, Accrual, Other, Specify)
Materially Participate' in Business this Year
First Schedule C Filed for this Business

Part I – Income

Gross Receipts or Sales
Statutory Employee
Returns and Allowances
Other Income

Part II – Expenses

Advertising
Car / Truck Expense
Commissions
Contract Labor
Depletion
Depreciation
Employee Benefit Program
Insurance
Interest:
    Mortgage
    Other
Legal / Professional Services
Office Expense
Pension / Profit Sharing
Rent or Lease:
    Vehicles, Machinery, Equip
    Other Business Property
Repairs / Maintenance
Supplies
Taxes and Licenses
Travel
Meals and Entertainment (Limited 50%)
Meals and Entertainment (100$ Deductible)
Utilities

Wages

Part III – Cost of Goods Sold

Methods Used
    Default = Cost
    Lower of Cost or Market
    Other
Was There Any Change in Determining
    Quantities, Costs, Etc?
Beginning Inventory
Purchases
Cost of Labor (Not Paid to Self)
Materials and Supplies
Other Costs
Inventory at End of Year

Part IV – Information on Your Vehicle

Date Vehicle Was Placed In Service
Total Number of Miles Vehicle Was Used For:
    Business
    Commuting
    Other
Available for Use During Off-hours
Another Vehicle Available for Personal Use
Have Evidence to Support Deduction
If Yes, Is the Evidence Written

Part V – Other Expenses

Other Expenses

D – Schedule D

Schedule D – Capital Gains and Losses

Short-Term and Long-Term Capital Gains

1099 Transactions Prop Desc
T,S,J
Type
Acquired Date
Sold Date
Term
Sales Price
Cost or Basis
Gain or Loss

E – Sch E Pg 1

Schedule E – Rental Real Estate / Royalties, Pg1

Property Kind
Location
Zip, City, State
Entity Ownership (T,S,J)
Real Estate Professional
Passive Activity
Exempt From Limitation (Final Disposition)
Percent of Ownership (If Not 100%)
Percent of Personal Use
Personal Use for 14 Days or 10%
Rents Received

Royalties Received

Current Year Expenses

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

Depreciation Expense (Form 4562)

Prior Year Unallowed Losses:

Prior Year Unallowed Losses:
Prior Year AMT Unallowed Passive Losses

ES – Estimates

1040 Estimated Tax

2009 Estimated Tax Payments

Prior Year Overpayment Applied
1st Quarter Payment Date
2nd Quarter Payment Date
3rd Quarter Payment Date
4th Quarter Payment Date
1st Quarter Payment Amount
2nd Quarter Payment Amount
3rd Quarter Payment Amount
4th Quarter Payment Amount
Amount Paid with 2009 Extension
2009 Overpayment to 2010

F – Schedule F

Schedule F – Farm Income and Expense

Two-letter State Code
Spouse's Schedule F
Principal Product
Agricultural Activity Code
Employer ID Number
Taxpayer Materially Participates

Part I – Farm Income – Cash Method

Sale – Livestock and Other Items Bought for Resale
Cost – Livestock, Otr Items Reported on Ln 1
Sale of Livestock and Other Products Raised
Total 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 Payments:
- Amount Received in 2009
- Taxable Amount
- Elect to Defer to 2010
- Amount deferred from 2008

Custom Hire (Machine Work) Income
Other Income

Part II – Farm Expense – Cash Method and Accrual Method

Car / Truck Expenses (Override)
Chemicals
Conservation Expense
Custom Hire
Depreciation (Override)
Employee Benefit Programs
Feed Purchase
Fertilizers and Lime
Freight and Trucking
Gasoline Fuel and Oil
Insurance (Not Health)
Interest:
- Mortgage Pd to Banks, Etc
- Other

Labor Hired Less Emp Credits
Pension and Profit Share
Rent or Lease:
- Machinery and Equipment
- Other (Land, Animals)

Repairs and Maintenance
Seeds and Plants
Storage / Warehousing
Supplies Purchased
Taxes
Utilities
Vet, Breeding, Medicine
Other Expenses

Part III – Farm Income – Accrual Method

Sale of Livestock, Produce, Grains, Etc
Total Coop Distributions (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
Other Income

Inventory – Livestock, etc at Beginning of Year
Cost of Livestock, Produce, etc During Year
Inventory of Livestock, etc at End of Year

PTK1 – PT K1 Recd

Partnership Schedule K-1 Received

Entity Ownership (T,S,J)
Partnership Identification Number
Partnership Name
Partnership Street Address
Partnership ZIP Code (C/S/Z)
Publicly Traded Partnership
General Partner or LLC Member-Manager
Limited Partner or Other LLC Member
Real Estate Professional
Materially Participated in Trade or Business
Active Rental Real Estate
Foreign Partnership
Final Disposition
Some Is Not At Risk

Income or Loss

Ordinary Income from Trade or Business
Net Income from Rental Real Estate Activities
Net Income from Other Net Rental Activities
Guaranteed Payments to Partner
Interest Income
Ordinary Dividends
Royalty Income
Net Short-term Capital Gain (Loss)
Net Long-term Capital Gain (Loss)
Collectibles (28% Rate) Gain (Loss)
Unrecaptured Section 1250 Gain
Net Section 1231 Gain (Loss):
From Trade or Business Activities
Other Income or (Loss)

Section 179 Expense

Section 179 Expense Deduction

Other Deductions

Self-Employment Earnings (Loss)

Gross Farming or Fishing Income
Gross Nonfarm Income

Credit and Credit Recapture

Alternative Minimum Tax (AMT) Items

Tax-Exempt Income and Nondeductible Expenses

Other Information

CSK1 – CS K1 Recd

S Corporation Schedule K-1 Received

Entity Ownership (T,S,J)
S Corporation Identification Number
S Corporation Name
S Corporation Street Address
S Corporation ZIP Code (C/S/Z)
Real Estate Professional
Materially Participated in Trade or Business
Active Rental Real Estate
Final Disposition
Some Is Not At Risk

Income or Loss

Ordinary Business Income or (Loss)
Net Rental Real Estate Income or (Loss)
Other Net Rental Income or (Loss)
Interest Income
Ordinary Dividends
Qualified Dividends
Royalties
Net Short-term Capital Gain (Loss)
Net Long-term Capital Gain (Loss)
Collectibles (28% Rate) Gain or (Loss)
Unrecaptured Section 1250 Gain
Net Section 1231 Gain (Loss):
From Rental Real Estate Activities
Other Income or (Loss)

Section 179 Deduction (Form 1040 Only)

Section 179 Expense Deduction

Other Deductions

Credits and Credit Recapture

Alternative Minimum Tax (AMT) Items

Items Affecting Shareholder Basis

Other Information

FDK1 – FD K1 Recd

Fiduciary Schedule K-1 Received

Beneficiary Ownership Code
Estate's or Trust's Identification Number
Fiduciary Name
Fiduciary Street Address
Fiduciary ZIP Code (C/S/Z)
Real Estate Professional
Materially Participated in Trade or Business
Active Rental Real Estate
Final Disposition

Income or Loss

Interest Income
Ordinary Dividends
Qualified Dividends
Net Short-term Capital Gain (Loss)
Net Long-term Capital Gain (Loss)
(28% Rate) Gain (Loss)
Unrecaptured Section 1250 Gain
Other Portfolio Income
Ordinary Business Income
Net Rental Real Estate Income
Other Rental Income
Directly Apportioned Deductions
Estate Tax Deduction
Final Year Deductions
Alternative Minimum Tax Items
Credits and Credit Recapture
Other Information

M – Schedule M

Sch M – Making Work Pay

Economic Recovery Payment Received in 2009:
Taxpayer amount
Spouse Amount

R – Schedule R

Sch R – Credit For the Elderly and Disabled

Part I – Filing Status

Taxpayer – Permanently and Totally Disabled
Spouse – Permanently and Totally Disabled
Married Filing Separately

SE – Schedule SE

Sch SE – Social Security Self-Employment Tax

Section A – Short Schedule SE

Taxpayer:
Net Farm Profit – Schedule F
Conservation Reserve Payments
Net Nonfarm Profit (Loss) Sch C/C=EZ
Spouse
Net Farm Profit – Schedule F
Conservation Reserve Payments
Net Nonfarm Profit (Loss) Sch C/C=EZ

Section B – Long Schedule SE

Taxpayer:
Filed Form 4029
Filed Form 4361
Church Employee Income from W-2
Total W-2 Wages / RR Retirement
Spouse:
Filed Form 4029
Filed Form 4361
Church Employee Income from W-2
Total W-2 Wages / RR Retirement

Part II – Optional Methods to Figure Earnings

Taxpayer
Gross Farm Income
Gross Nonfarm Income
Spouse
Gross Farm Income
Gross Nonfarm Income

1116 – Form 1116

Form 1116 – Foreign Tax Credit

Type of Income

Part I – Taxable Income from Foreign Sources

Name of Foreign Country
Gross Income from Sources within Country
Gross AMT Income from Sources within Country
Expenses Definitely Related To Ln 1a Income
AMT Expenses Definitely Related To Ln 1a
Itemized or Standard Deduction
AMT Itemized or Standard Deduction
Other Deductions
AMT Other Deductions
Gross Foreign Source Income
AMT Gross Foreign Source Income
Gross Income from All Sources
AMT Gross Income from All Sources
Home Mortgage Interest
AMT Home Mortgage Interest
Other Interest Expense
AMT Other Interest Expense
Losses from Foreign Sources
AMT Losses from Foreign Sources

Part II – Foreign Taxes Paid or Accrued

Credit Is Claimed for Taxes Accrued

Foreign Taxes Paid or Accrued:

Resident of (Name of Country):

Date Paid or Accrued

Taxes Withheld At Source On
Dividends
Rents and Royalties
Interest
Other Foreign Taxes Paid or Accrued

Foreign Taxes Paid or Accrued in US Dollars
Dividends
Rents and Royalties
Interest
Other Foreign Taxes Paid or Accrued
AMT Total Foreign Taxes Paid or Accrued

Part III – Figuring The Credit

Carryback or Carryover
AMT Carryback or Carryover
Reduction in Foreign Taxes
AMT Reduction in Foreign Taxes
Adjustment to Taxable Income Outside US
Reduction of Credit for International Boycott

2106 – Form 2106

2106 / 2106 EZ – Employee Business Expense

Occupation
Business Expense Owner
Two-Letter State Code
Force Form 2106

Step 1 – Expenses

Parking Fees, Tolls, Transportation, Incl Trains
Travel Expense Away From Home – Other
Business Expenses Not Included Above (Not Meals and Entertainment)
Meals & Entertainment Expenses
Department of Transportation Employee

Step 2 – Reimbursements from Employer for Expenses in Step I

Column A – Reimbursements Received from Emp Not Reported in Box 1 of Form W-2
Column B – Reimbursements Received from Emp Not Reported in Box 1 of Form W-2

Step3 – Figure Expenses to Deduct on Sch A

Armed Forces Reservist
Amount of Line 10 Allocated
Qualified Performing Artist
Amount of Line 10 Allocated
Fee-basis State/Local Government Employee
Disabled Employee
Amount of Line 10 Allocated to Disabled Emp

2441 – Form 2441

2441 – Child Care Credit

Part I – Persons or Organizations Who Provided the Care

Name

Street Address

City State and ZIP Code
Phone Number
SSN

EIN
Amount Paid

2555 – Form 2555

Form 2555 – Foreign Earned Income

Spouse's Form 2555
Foreign Address
Foreign City
Foreign State or Province
Foreign Postal Code
Foreign Country Code
Name of Employer
Employer Address – U S Address
Employer Address – ZIP, City, State
Employer Address – Foreign Address
Employer Address – City
Employer Address – State or Province
Employer Address – Postal Code
Employer Address – Country
Employer Is:
- A Foreign Entity
- A U S Company
- Self
- A Foreign Affiliate of U S Company
- Other
- 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 Separate Home for Family Because of Adverse Living Conditions – City and Country
Number of Days Home Was Maintained
Tax Home Located During the Year
Date Home Was Established

Part II – Taxpayers Qualifying Under Bona Fide Residence Test

Date Bona Fide Residence Began
Date Bona Fide Residence Ended
Kind 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
Taxpayer Required to Pay Income Tax to Foreign Country
If Present in U S during Tax Year:
- Date Entered US
- Date Left US
- Days in US
- Income Earned

List Any Contractual Terms
Type of Visa
Did Visa Limit Stay In Foreign Country
Address of US Home Maintained While Living Abroad
Was US Home Rented
Name of Occupants
Relationship

Part III – Taxpayers Physical Presence Test

Physical Presence Test – From
Physical Presence Test – Through
Principal Country of Employment
Information Concerning Travel Abroad:
- 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 Srvcs Performed –
- In a Business
- In a Partnership

Partnership Name, Address, Nature of Income
- Noncash Income:
- Home
- Meals
- Car
- Other Properties or Facilities

Allowances / Reimbursements:
- Cost of Living and Overseas Differential
- Family
- Education
- Home Leave
- Quarters
- Any Other Purpose

Other Foreign Earned Income Amount
Specify
Total Excludable Meals and Lodging

Part VI – Claiming Housing Exclusion

Qualified Housing Expenses for Tax Year
Number of Days in Qualifying Period
Employer Provided Amounts

Part VII – Claiming Foreign Earned Income Exclusion

Number of Days in Qualifying Period

Part VIII – Claiming Hsng Excl, From Earned Income, or Both

Deductions Allowed That Are Allocable to Excluded Income

Part IX – Claiming Housing Deduction

Housing Deduction Carryover from 2008

4835 – Form 4835

Form 4835 – Farm Rental Income and Expenses

Spouses Form 4835
Employer ID Number

Part I – Gross Farm Rental Income

Income from Livestock, Produce
Total 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 Payments:
- Amount Received in 2009
- Taxable Amount
- Elect to Defer to 2010
- Amount deferred from 2008

Other Income

Part II – Expenses – Farm Rental Property

Car / Truck Expenses (Override)
Chemicals
Conservation Expense
Custom Hire
Depreciation (Override)
Employee Benefit Programs
Feed
Fertilizers and Lime
Freight and Trucking
Gasoline Fuel and Oil
Insurance (Not Health)
Interest:
- Mortgage Pd to Banks, Etc
- Other

Labor Hired Less Emp Credits
Pension and Profit Share
Rent or Lease:
- Machinery and Equipment
- Other (Land, Animals)

Repairs and Maintenance
Seeds and Plants
Storage / Warehousing
Supplies
Taxes
Utilities
Vet, Breeding, Medicine
Other Expenses

4952 – Form 4952

Form 4952 – Investment Interest Expense

Investment Interest Expense Paid in 2009
Disallowed Investment Interest Expense
Gross Income from Property Held
Net Gain from Disposition of Property
Net Capital Gain from Disposition of Property
Amount of Lines 4b and 4e Elected
Investment Expenses

6251 – Form 6251

Form 6251 – Alternative Minimum Tax

Certain Home Mortgage Interest
Investment Interest
Depletion
Alternative Tax NOL Subject to 100%
Interest from Specified Private Activity Bonds
Qualified Small Business Stock
Incentive Stock Options
Beneficiaries of Estates and Trusts
Large Partnerships
Override Total Line 18 Amount
Post-1986 Depreciation
Passive Activities
Loss Limitations
Circulation Expenditures
Long-term Contracts
Mining Costs
Research and Experimental
Installment Sales

Intangible Drilling Costs

Related Adjustments

6252 – Form 6252

Form 6252 – Installment Sale Income

Description
Ownership (T,S,J)
Date Acquired
Date Sold
Property Was Sold To Related Party After May 14, 1980

Part I – Gross Profit and Contract Price

Selling Price
Mortgage Purchaser Assumes
Cost or Other Basis of Property Sold
Depreciation Allowed or Allowable
Commissions and Other Expenses
Income Recapture from Form 4797
If Main Home, Amount of Excluded Gain

Part II – Installment Sale Income

Federal Gross Profit Ratio
Pmts Received That Qualify for 28% Rate
Total Unrecaptured Section 1250 Gain

Part III – Related Party Installment Sale Income

Related Party Name
Did Related Party Resell During Tax Year
Date of Disposition
First Disp Was Sale of Stock to Issuing Corp
Second Disp Was Involuntary Conversion
Second Disp Occurred After Death
Tax Avoidance Not Principal Purpose
Selling Price of Property Sold by Related Party

8283 – Form 8283

Form 8283 – Noncash Charitable Contributions

Part I Information on Donated Property

T/S/J
Name of Donee Organization
Street Address of Donee Organization
ZIP Code (C/S/Z)
Description of Donated Property
Date of Contribution
Date Acquired By Donor
How Acquired by Donor
Donor’s Cost or Adjusted Basis
Fair Market Value
Qual Conserv/Reduced FMV

8379 – Form 8379

Form 8379 – Injured Spouse Claim

Two-letter State Code If Main Home was In a Community Property State
Made and Reported Payments
Had Earned Income
Claimed Earned Income Credit
Claimed Refundable Tax Credit
Injured Spouse is Taxpayer or Spouse
Divorced or Separated from Spouse on Joint Return and Want Refund Issues in This Name Only
Current Street Address
Current ZIP Code
Current City
Current State

Part II – Items Allocated to Injured Spouse

Wages
Other Income Allocated to Injured Spouse
Adjustments to Income
Standard or Itemized Deductions
Number of Exemptions
Credits
Other Taxes
Federal Income Tax Withheld
Payments

8606 – Form 8606

Form 8606 – Nondeductible IRA Contribution

Taxpayer:

Nondeductible Traditional IRA Contributions Made

- Total Traditional IRA Basis for 2008 and Earlier Years
- IRA Contributions Made from 01-01-2010 to 04-15-2010
- Value of ALL Traditional, SEP, and SIMPLE IRA(s)
- Total Traditional, SEP, and SIMPLE IRA Distributions Received in 2009
- Amount on Line 15a Attributable to Qualified Disaster Distributions

Spouse:

- Nondeductible Traditional IRA Contributions Made
- Total Traditional IRA Basis for 2008 and Earlier Years
- IRA Contributions Made from 01-01-2010 to 04-15-2010
- Value of ALL Traditional, SEP, and SIMPLE IRA(s)
- Total Traditional, SEP, and SIMPLE IRA Distributions Received in 2009
- Amount on Line 15a Attributable to Qualified Disaster Distributions

8615 – Form 8615

Form 8615 – Tax for Children Under Age 18

Parent's Name
Parent's Social Security Number
Parent's Filing Status Code
Parent's Taxable Income
Child's Itemized Deductions
Amount from Parents' Schedule D;
- Line 18 (28% Rate)
- Line 19 (Unrecaptured Sec 1250)
- Form 4952, Line 4e
- Form 4952, Line 4g

Amount from Parents' Schedule J:
- Line 2a (Elected Farm Income)
- Line 8 (2006 Recalculated Tax)
- Line 12 (2007 Recalculated Tax)
- Line 16 (2008 Recalculated Tax)
- Line 22

Parent's Tax
Schedule D or Schedule J Was Used

8814 – Form 8814

Form 8814 – Parents Election to Report

Allocate Taxable Income to Spouse's Fm 8814
Two-letter State Code
Child's First Name
Child's Last Name
Child's Social Security Number
Child's Taxable Interest Income
Child's Accrued Interest Income
Childs ABP Interest Income
Child's OID Interest Income
Child's Tax-exempt Interest Income
Child's Ordinary Dividends (Including Alaska Permanent Fund Dividends)
Child's Ordinary Dividends from Nominee Distributions
Child's Qualified Dividends
Child's Capital Gains Distributions
Child's Capital Gain Distributions from Nominee
28% Rate Capital Gains

8829 – Form 8829

Form 8829 – Business Use of Home

Carry To:

Multiple Number

Part 1 – Part of Your Home Used for Business

Area Used Exclusively for Business
Total Area of Home
Total Hours Facility Used (Day Care)
Total Hours Available (if Started or Stopped Day Care in 2009)

Part II – Allowable Deductions

Direct Expenses

- Casualty Losses
- Deductible Mortgage Interest
- Real Estate Taxes
- Excess Mortgage Interest
- Insurance
- Rent
- Repairs and Maintenance
- Utilities
- Other Expenses

Indirect Expenses

- Casualty Losses

Deductible Mortgage Interest
Real Estate Taxes
Excess Mortgage Interest
Insurance
Rent
Repairs and Maintenance
Utilities
Other Expenses

Carryover of Operating Expenses from 2008
Excess Casualty Losses
Carryover of Excess Casualty Losses from 2008

Part III – Depreciation of Home

Smaller of Home's Adjusted Basis or Its Fair Market Value
Value of Land Included on Line 36
Depreciation Percentage
Depreciation Allowable

8839 – Form 8839

Form 8839 – Qualified Adoption Expenses

Qualified Adoption Expenses

Child's Name – First & Last
Year of Birth
Born Before 1992 and Disabled
Special Needs Child
Foreign Child
Social Security Number
Qualifying Expenses

Part II – Adoption Credit

Amount from Lines 3 and 6 – Child #1
Amount from Lines 3 and 6 – Child #1
2004 Credit Carryforward
2005 Credit Carryforward
2006 Credit Carryforward
2007 Credit Carryforward
2008 Credit Carryforward

Part III – Employer Provided Adoption Benefits

Prior Year Employer-provided Adoption Benefits – Child #1
Prior Year Employer-provided Adoption Benefits – Child #2
Total Employee-Provided Adoption Benefits – Child #1
Total Employee-Provided Adoption Benefits – Child #2

8853 – Form 8853

Form 8853 – Archer MSAs and Long-Term Care Insurance Contracts

Section A

Part II – Archer MSA Contributions and Deductions

Total Employer Contributions to Archer MSA(s) for 2009
Archer MSA Contributions Made for 2009
Compensation from Employer Maintaining High Deductible Health Plan

Part II – Archer MSA Distributions

Total Archer MSA Distr Received During 2009
Distributions Included on Line 6a
Unreimbursed Qualified Medical Expenses

Section B – Medicare Advantage Distributions

Total Medicare Advantage Distributions
Total Unreimbursed Qualified Medical Expense

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

More Than One Section C is Attached
Name of Insured – First Name
Name of Insured – Last Name
Social Security Number of Insured
In 2009 Did Anyone Other Than Taxpayer Receive Payments?
Was Insured a Terminally Ill Individual?
Gross LTC Payments Received on Per Diem or Other Basis
Part of Line 17 from Qualified LTC Ins Contracts
Accelerated Death Benefits Received on a Per Diem or Other Periodic Basis
Number of Days in the LTC
Costs Incurred for Qual LTC Services Provided for Insured in LTC Period
Total Reimbursements Received for Qualified LTC Services in LTC Period

8880 – Form 8880

Form 8880 – Credit for Qualified Retirement Savings Contributions

Taxpayer:
- Traditional and Roth IRA Contributions
- Elective Deferrals to 401(k)
- Total Distributions Received in 2008

Spouse:
- Traditional and Roth IRA Contributions
- Elective Deferrals to 401(k)
- Total Distributions Received in 2008

Asset Manager

General

- Description
- Date
- Fed – Cost
- Fed – Current Sec 179
- Fed – Prior Sec 179
- Fed – Current Sp Allow
- Fed – Prior Spec Allow
- Fed – Land
- Fed – Basis
- Fed – Method
- Fed – Period
- Fed – Convention
- Fed – Current Deprec
- Fed – Prior Deprec
- Fed – Override Current
- Business use Percent
- Section 179 Property
- Qualifies for Special Depreciation Allowance

Vehicle

- Business Mileage
- Commuting Mileage
- Other Mileage
- Total Mileage
- Business Use %

Disposition

- Date of Disposition