

TaxWorks 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 ProSeries 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 11/01/10.

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

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Disclaimer Statement

The goals of the TaxWorks data conversion are as follows:

1. To convert only the ProSeries 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 ProSeries 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.

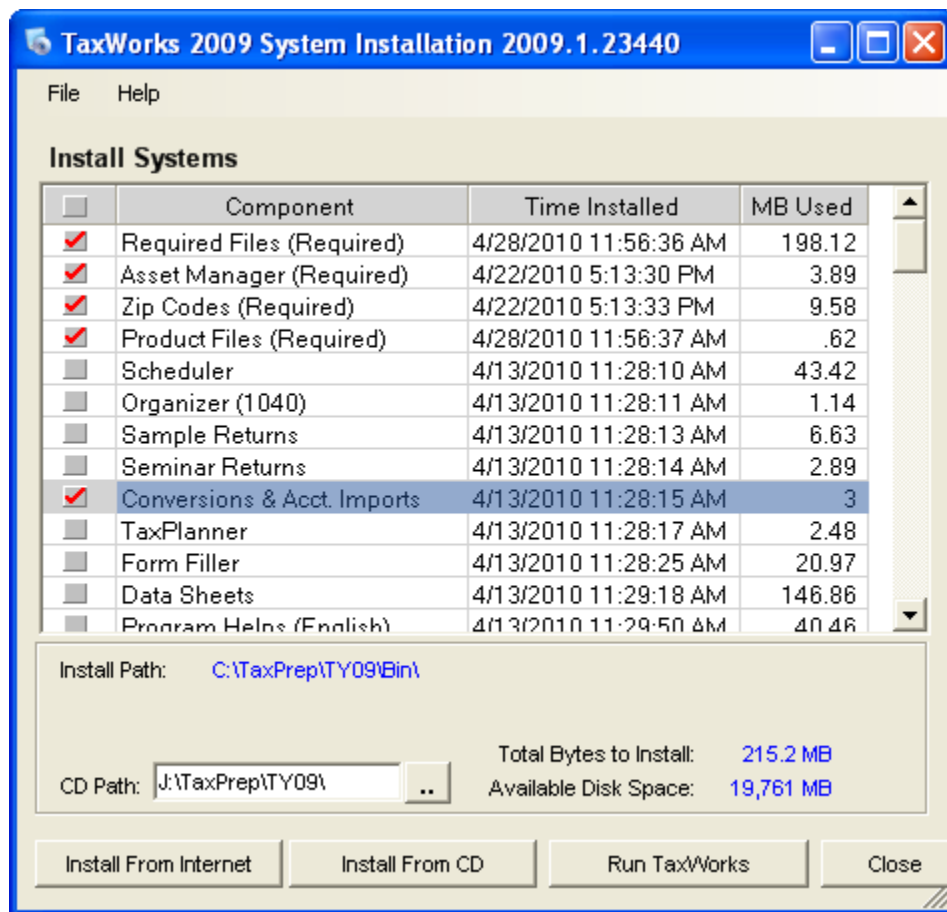
Individual Conversion

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.
- ✍ Detail statements – All amounts and descriptions may not convert.
- ✍ TaxWorks 2009 Taxpayer Organizer – Will be available August 2010.

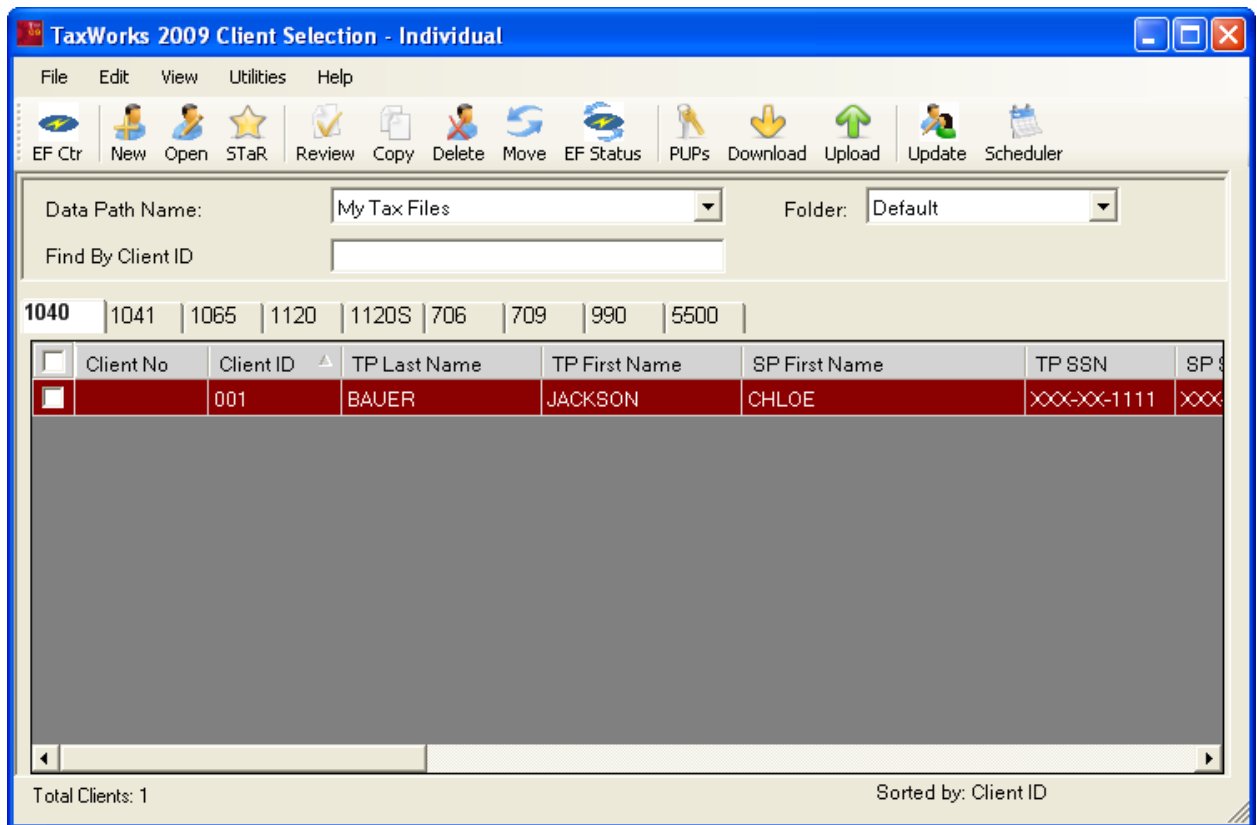
Conversion Process

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*.



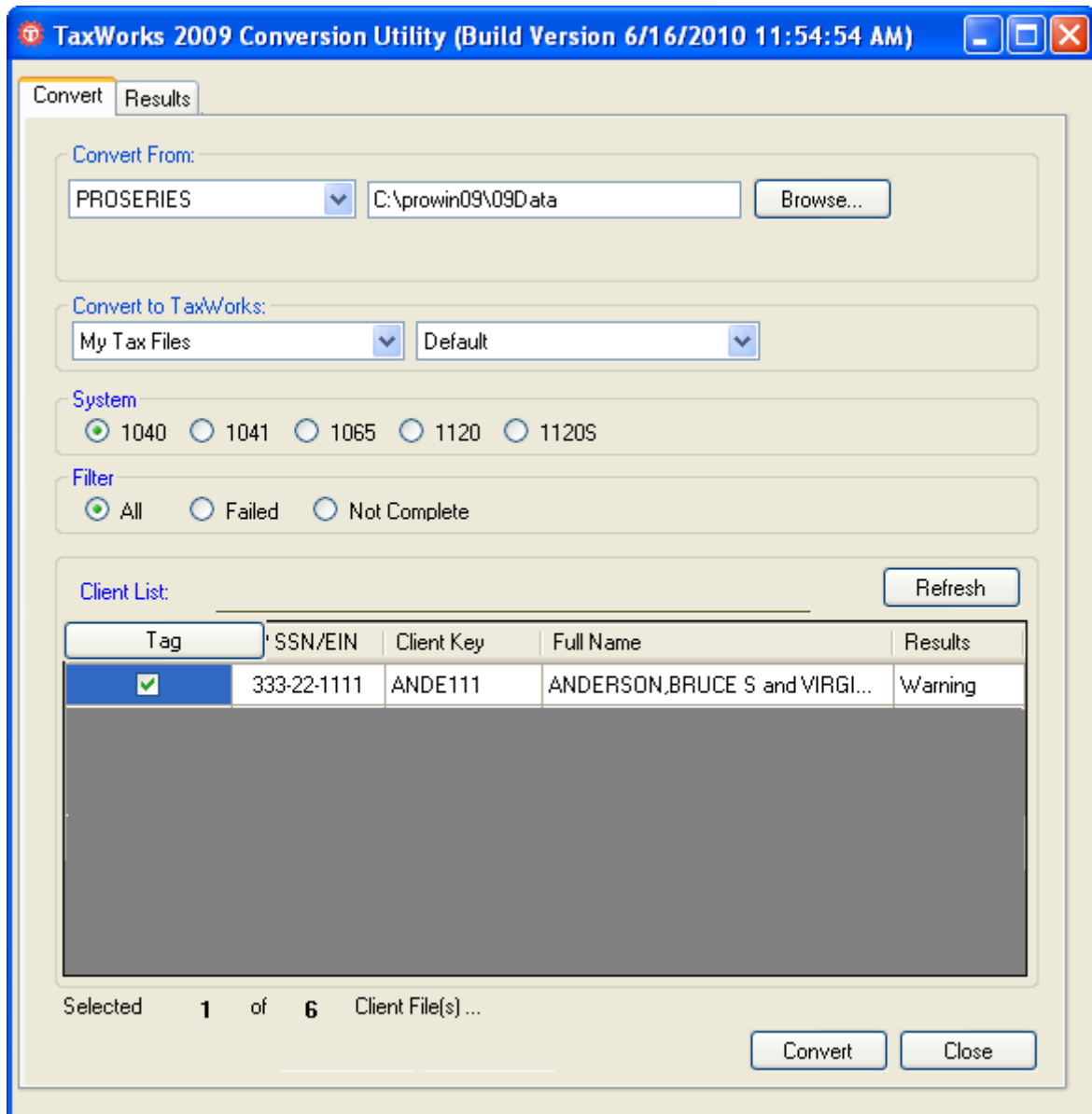
6. Tag the following items using your mouse. Do this by clicking on the gray box to the left of the item:
 - a. Required Files (Required)
 - b. Asset Manager (Required)
 - c. Zip Codes (Required)
 - d. Product Files (Requires)
 - e. Conversions & Acct Imports (Required)

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 ProSeries Data Path:
 - C:\prowin09\09Data
 - 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.*

ProSeries® 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 Phone: Fax
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 Phone: Fax
Spouse Pres Elect Campaign

Address, County and School

Address
Zip, City, State
TP e-mail Address
SP e-mail address

Foreign Address

DI – Dependents

Dependent Information

First Name
Last Name
Birthdate
Social Security Number
Relationship

Foreign Street Address
City
Postal Code
Country

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

Itemize
Claim Spousal Deduction
Didn't Live With Spouse All Year

Head of Household

Qualifying Widow(er)

Year Spouse Died

Direct Deposit Information

Financial Institution Name
Routing Number
Depositor Account Number
Account Type – Checking/Savings
Preparer Third Party Designee

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
Ordinary Dividends
Qualified Dividends
Taxable Refunds

Alimony Received – Taxpayer
Alimony Received – Spouse
IRA Distribution
Pensions / Annuities
Tax/Amount
Override Taxable Social Security Calculation

Adjustments

Educator Expenses – Taxpayer
Educator Expenses – Spouse
Certain Business Expenses
Health Savings Account Deduction
Moving Expenses
One-half of Self-employment Tax
Self-employed SEP, SIMPLE and Qualified
Plans – Taxpayer
SE Health Insurance Deduction – Taxpayer
Penalty on Early Withdrawal of Savings
Alimony Paid:
Recipients SSN
Recipients Amount

Student Loan Interest Deduction Taxpayer
Student Loan Interest Deduction Spouse
Tuition and Fees Deduction (Override)
Domestic Production Activities Deduction
Other Adjustments:
Archer MSA Deduction
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

Credits

Foreign Tax Credit
Child and Dependent Care Expenses
Education Credits
Retirement Savings Contributions Credit
Mortgage Interest Credit
Adoption Credit
Residential Energy Efficient Property Credit
General Business Credits

Credit for Prior Year Minimum Tax
Qualified Electric Vehicle Credit
DC First-time Homebuyer Credit
Alternative Motor Vehicle Credit (Part I)
Alternative Fuel Vehicle Refueling Credit
Qualified Plug-in Electric Drive Motor Vhcl Credit
Credit for the Elderly or the Disabled

Other Taxes

Self-employment Tax
Unreported Social Security and Medicare Tax
Additional Tax on IRAs
Household Employment Tax
Recapture Tax for Investment Credit
Uncollected Tax on Reported Tips
Golden Parachute Payments

Tax on Accumulation Distribution of Trusts
Additional Tax from Charitable Contribution
Recapture
COBRA Premium Assistance Received in 2009
Additional Tax on HCTC Advance Payments
Other Taxes

Refund

Amount of Refund to Apply to 2010
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)	Allocated Tips
Employee SSN (if different)	Advanced EIC Payment
Employee Name (if different)	Dependent Care Benefits
Employee Address (if different)	Nonqualified Plans
Employee City, State, ZIP (if different)	Box 12
Employer's ID Number	Retirement Plan
Employer's Name	Third-Party Sick Pay
Employer's Address	Non-standard Indicator
Employer's ZIP, City, State	Corrected Form W-2
Wages, Tips, Other Compensation	State Name
Federal Income Tax Withheld	State ID Number
Social Security Wages	State Wages
Social Security Tax Withheld	State Tax Withheld
Medicare Wages and Tips	Local Wages
Medicare Tax Withheld	Local Tax
Social Security Tips	Locality Name

W2G – Gambling W2

W-2G – Certain Gambling Winnings

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

1099G – Govt Payments

Form 1099-G – Government Payments

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

1099M – Misc Income

1099-MISC – Miscellaneous Income

Ownership Code (T,S)	Recipient's Street Address (if different)
Recipient's Name (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
 Crop Insurance Proceeds

Excess Golden Parachute Payments
 Gross Proceeds Paid to an Attorney
 1st State:
 State
 State Tax Withheld
 Payer State Number
 State Income
 2nd State:
 State
 State Tax Withheld
 Payer State Number
 State Income

1099M – Misc Income

Form 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
 1st State
 State
 State Tax Withheld
 Payer State Number
 State Income
 2nd State
 State
 State Tax Withheld
 Payer State Number
 State Income

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
 Nonstandard Indicator
 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
Annuity Starting Date
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 Actual 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 – Medicare Prescription Drug Premiums (Part D) Paid
Taxpayer – Total Tier 1 Railroad Benefits
Taxpayer – Federal Income Tax Withheld

Spouse – Total Social Security Benefits
Spouse – Total Medicare Premiums Pd
Spouse – Medicare Prescription Drug Premiums (Part D) Paid
Spouse – Total Tier 1 Railroad Benefits
Spouse – Total Income Tax Withheld

A – Schedule A

Schedule A – Itemized Deductions

Medicine and Drugs
Medical Insurance
Medical Miles
Long Term Care Premiums
Taxpayer Amount
Spouse Amount
Dependent Amount
Other Medical Expenses
State and Local Income Taxes
General Sales Taxes
Real Estate Taxes: State and Local
Other Taxes
Home Mortgage Interest and Points Reported on Form 1098
Mortgage Interest Not Reported on 1098:
Name
Street Address
ZIP Code (C/S/Z)
SSN
EIN

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 Charitable Mileage at .14
Contributions Other than Cash or Check (Total Only)
Charitable Contribution Carryover
Total Charitable Contributions
Casualty or Theft Losses
Unreimbursed Employee Expenses:
Union and Professional Dues
Other Un-reimbursed Expenses
Tax Return Preparation Fees
Other Expenses:
Investment Expense
Safe Deposit Box
Other Limited Expenses
Other Miscellaneous Deductions

Gambling Losses

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)
Issuing State
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
ZIP Code (C/S/Z)
SSN
Federal ID Number
Amount

Part II – Ordinary Dividends

Dividend Income Description
T,S,J
Total Ordinary Dividends
US Government Bonds
Qualified Dividends
Total Muni Bonds
Post 8-7-86 Private Activity
Total Capital Gains
(28%) Collectibles
Unrecap Sec 1250
Section 1202 Gain
Nondividend Distributions
Adjustment Amount
Investment Expense
Foreign Tax Paid
Foreign Country or US Possession
Federal Withholding
State Withholding
Carry to State

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
Cost of Goods Sold
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)
Subj to D.O.T.
Utilities
Wages

Expenses for Business Use of Home

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
Less Cost of Personal Use Items
Cost of Labor (Not Paid to Self)
Materials and Supplies
Other Costs
Inventory at End of Year

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 (Must Click on Sold Date to Activate)
Sales Price

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

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
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

Prior Year Unallowed Losses:

Prior Year Unallowed Losses:
Prior Year AMT Unallowed Passive Losses

Vacation Home Carryovers:

Operating Expense Carryover
Depreciation Carryover
AMT Depreciation Carryover

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
Extra Payment Amount
Amount Paid with 2009 Extension
2009 Overpayment to 2010

F – Schedule F

Schedule F – Farm Income and Expense

Spouse's Schedule F
Suppress Schedule SE
Principal Product
Agricultural Activity Code
Employer ID Number
Taxpayer Materially Participates

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 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 III – Farm Income – Accrual Method

Unit – Livestock or Farm Price Method Used
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

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

J – Schedule J

Schedule J – Farm Income Averaging

Elected Farm Income

Capital Gain Included on Line 2a:

Excess, If Any, of Net Long-Term Cap Gain
 Unrecaptured Section 1250 Gain
 Amount from 2008 Sch J, Line 11
 If 2006 Sch D Tax Applies:
 2006 Filing Status if Different
 2006 Qualified Dividends
 2006 Schedule D, Line 15
 2006 Schedule D, Line 16
 2006 Form 4952, Line 4e
 2006 Form 4952, Line 4g
 2006 Schedule D, Line 18
 2006 Schedule D, Line 19
 Taxable Income from 2008 Sch J, Line 15
 If 2007 Schedule D Tax Applies:
 2007 Filing Status If Different
 2007 Qualified Dividends

2007 Schedule D, Line 15
 2007 Schedule D, Line 16
 2007 Form 4952, Line 4e
 2007 Form 4952, Line 4g
 2007 Schedule D, Line 18
 2007 Schedule D, Line 19
 Amount from 2008 Schedule J, Line 3
 If 2008 Schedule D Tax Applies:
 2008 Filing Status if Different
 2008 Qualified Dividends
 2008 Schedule D, Line 15
 2008 Schedule D, Line 16
 2008 Form 4952, Line 4e
 2008 Form 4952, Line 4g
 2008 Schedule D, Line 18
 2008 Schedule D, Line 19

PTK1 – PT K1 Recd

Partnership Schedule K-1 Received

Entity Ownership (T,S,J)
 Partnership Identification Number
 Partnership Name
 Publicly Traded Partnership
 General Partner or LLC Member-Manager
 Limited Partner or Other LLC Member
 Real Estate Professional
 Active Rental Real Estate
 Foreign Partnership
 Final Disposition
 Some Is Not At Risk

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)

Net Earnings from Self-employment – Nonfarm
 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

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
 Interest on U.S. Government Obligations
 Ordinary Dividends
 Royalty Income
 Net Short-term Capital Gain (Loss)
 Net Long-term Capital Gain (Loss)

CSK1 – CS K1 Recd

S Corporation Schedule K-1 Received

Entity Ownership (T,S,J)
 S Corporation Identification Number
 S Corporation Name
 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)

FDK1 – FD K1 Recd

Fiduciary Schedule K-1 Received

Beneficiary Ownership Code
Estate's or Trust's Identification Number
Estate's or Trust's Name
Real Estate Professional
Materially Participated in Trade or Business
Active Rental Real Estate
Foreign Entity
Final Disposition

Income or Loss

Interest Income
Ordinary Dividends
Net Short-term Capital Gain (Loss)
Net Long-term Capital Gain (Loss)

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 and Lived Apart

Part II – Statement of Permanent Disability

Taxpayer – Date Retired if After 12-31-1976

Spouse – Date Retired if After 12-31-1976

SE – Schedule SE

Sch SE – Social Security Self-Employment Tax

Section A – Short Schedule SE

Taxpayer:
 Net Farm Profit – Schedule F
 Net Farm Profit – Partnership K-1
 Conservation Reserve Payments
 Net Nonfarm Profit (Loss) Sch C/C=EZ
Spouse
 Net Farm Profit – Schedule F
 Net Farm Profit – Partnership K-1
 Conservation Reserve Payments
 Net Nonfarm Profit (Loss) Sch C/C=EZ

Taxpayer:
 Filed Form 4029
 Exempt Notary Amount
 Chapter 11 Bankruptcy Income
Spouse:
 Filed Form 4029
 Exempt Notary Amount
 Chapter 11 Bankruptcy Income

Part II – Optional Methods to Figure Earnings

Taxpayer
 Gross Farm Income

Section 179 Expense Deduction

Other Deductions

Credits and Credit Recapture

Alternative Minimum Tax (AMT) Items

Items Affecting Shareholder Basis

Other Information

(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

Taxpayer

Gross Farm Income

1116 – Form 1116

Form 1116 – Foreign Tax Credit

Type of Income

Resident of (Name of Country):

Part I – Taxable Income from Foreign Sources

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

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 II – Foreign Taxes Paid or Accrued

Credit Is Claimed for Taxes Accrued

Foreign Taxes Paid or Accrued:

Date Paid or Accrued

Part III – Figuring The Credit

Carryback or Carryover
Reduction in Foreign Taxes
Adjustment to Taxable Income Outside US
Amount from Form 1040 Line 41

2106 – Form 2106

2106 / 2106 EZ – Employee Business Expense

Occupation
Business Expense Owner
Force Form 2106

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

Step 1 – Expenses

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

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

**Step 2 – Reimbursements from Employer for
Expenses in Step 1**

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 Srvc's 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

3800 – Form 3800

Form 3800 – General Business Credit

Part I – Current Year Credit

Investment Credit
Welfare-to-Work Credit
Increasing Research Activities Credit
Low-income Housing Credit (Part I Only)
EIN of Pass-through Entity
Disabled Access Credit
Renewable Electricity Production Credit
Indian Employment Credit
Orphan Drug Credit
New Markets Credit
EIN of Pass-through Entity
Small Employer Pension Plan Startup Costs Credit
Employer-provided Child Care Credit
EIN of Pass-through Entity
Biodiesel and Renewable Diesel Fuels Credit
Low Sulfur Diesel Fuel Production Credit
Distilled Spirits Credit
Nonconventional Source Fuel Credit
Energy Efficient Home Credit
Energy Efficient Home Credit
Energy Efficient Appliance Credit
Alternative Motor Vehicle Credit
EIN of Pass-through Entity
Alternative Fuel Vehicle Refueling Property Credit

Credits for Affected Midwestern Disaster Area
Mine Rescue Team Training Credit
Agricultural Chemicals Security Credit
Employer Differential Wages Payments Credit
Carbon Dioxide Sequestration Credit
Qualified Plug-in Electric Drive Motor Vehicle Credit
Qualified Plug-in Electric Vehicle Credit
Contributions to Community Development Credit
General Credits from Electing Large Partnership
Passive Activity Credits
Passive Activity Credits Allowed for 2009
Carryforward of GBC from Prior Year
Carryback of GBC from 2010

Part II – General Business Credit Limitation

Empowerment Zone Employment Credit
Investment Credit (Part III)
Work Opportunity Credit
Alcohol Fuel Credit
Low-income Housing Credit (Part II)
Renewable Electricity Production Credit (Part II)
Employer FICA / Medicare Paid
Qualified Railroad Track Maintenance Credit

47971 – Form 4797 Pg1

Form 47971 – Fm 4794 Pg1

Description of Property
T,S,J
Date Acquired
Date Sold

Gross Sales Price
Depreciation Allowed
Cost or Other Basis

4835 – Form 4835

Form 4835 – Farm Rental Income and Expenses

Spouses Form 4835
Real Estate Professional
Employer ID Number
Taxpayer Actively Participates

Amount Received in 2009
Taxable Amount
Elect to Defer to 2010
Amount deferred from 2008
Other Income

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:

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
Qualified Dividends Included on Line 4a

Net Gain from Disposition of Property
Net Capital Gain from Disposition of Property
Amount of Lines 4b and 4e Elected

6251 – Form 6251

Form 6251 – Alternative Minimum Tax

Certain Home Mortgage Interest
Refund of Taxes
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
Amount to Override Exemption Worksheet
Alternative Minimum Foreign Tax Credit
Amount for Qualified Dividends
Amount from Sch D, Line 19
Amount from Sch D, Line 10
Amount from Qualified Dividends Worksheet

6252 – Form 6252

Form 6252 – Installment Sale Income

Description
Ownership (T,S,J)
Date Acquired
Date Sold

Total Payments Received During Year
Current Interest Payments Received
Payments Received in Prior Years
Portion Taxable as Ordinary Income
Total Unrecaptured Section 1250 Gain

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

Part III – Related Party Installment Sale Income

Related Party Name (First Line Converts to This Field)
Street Address (Second Line Converts to This Field)
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
Contract Price from Line 18 for Year of First
Sale

Total Payments Received
Portion of Ln 35 that is Ordinary Income

6781 – Form 6781

Form 6781 – Gains and Losses from Section 1256

Mixed Straddle Election
Straddle-by-Straddle Identification Election
Mixed Straddle Account Election
Explanation of Mixed Straddle Account Election

Part I – Section 1256 Contracts Market to Market

Identification of Account
SE
Gain/Loss
Form 1099-B Adjustments
Explanation of 1099-B Adjustment
Amount to Be Carried Back – TP/SP

Part II – Gains and Losses from Straddles and Part III – Unrecognized Gains

Description of Gains and Losses
T,S,J
SE
Date Acquired
Date Sold
Gross Sales Price
Cost/Basis Plus Sale Exp
Unrecognized Gain
FMV on Last Day of Year

8283 – Form 8283

Form 8283 – Noncash Charitable Contributions

Part I Information on Donated Property

Name of Donee Organization
Street Address of Donee Organization
ZIP Code (C/S/Z)
Description of Donated Property
Date of Contribution

How Acquired by Donor
Donor Cost or Basis
Fair Market Value
Method Used to Determine FMV

8379 – Form 8379

Form 8379 – Injured Spouse Claim

Filing as Stand-alone Form
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

8615 – Form 8615

Form 8615 – Tax for Children Under Age 18

Parent's Name

Parent's Social Security Number

Parent's Filing Status Code
Portion of Childs Sch A Deduction
Parent's Taxable Income
Total Net Investment Income
Parent's Qualified Dividends

Amount from Parents' Schedule D
Amount from Parents' Schedule J (Some fields)
Parent's Tax
Schedule D or Schedule J Was Used

8814 – Form 8814

Form 8814 – Parents Election to Report

Child's First Name
Child's Last Name
Child's Social Security Number
Child's Taxable Interest Income
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 Alaska Permanent Fund Dividend
Included in Box 2a
Child's Qualified Dividends
Child's Capital Gains Distributions
Child's Capital Gain Distributions from Nominee
28% Rate Capital Gains
Unrecaptured Section 1250 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)

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

Part II – Allowable Deductions

Direct Expenses

Casualty Losses
Deductible Mortgage Interest
Qualified Mortgage Insurance Premium
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
Casualty Losses Included in Lines 14 and 32

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

Indirect Expenses

Casualty Losses
Deductible Mortgage Interest

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

2005 Credit Carryforward
2006 Credit Carryforward
2007 Credit Carryforward
2008 Credit Carryforward

Part III – Employer Provided Adoption Benefits

Part II – Adoption Credit

Maximum Credit Per Child
Maximum Credit Per Child

Maximum exclusion
Prior Year Employer-provided Adoption Benefits
Total Employee-Provided Adoption Benefits

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

Spouse is Policyholder
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

Part II – Archer MSA Distributions

Total Archer MSA Distr Received During 2009
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

8889- Form 8889

Form 8889 – Health Savings Accounts

Spouse's Form 8889

Part I – HSA Contributions

High-deductible Health Plan for 2009
HSA Contributions Made for 2009
Allowable Contribution Amount Override
Amount TP and Employer Contributed to Archer MSAs for 2009
Amount from Line 5
Employer Contributions Made to TP JSAs for 2009

Part II – HSA Distributions

Total Distributions Received in 2009 from HSAs
Unreimbursed Qualified Medical Expenses

Part III – Income and Additional Tax

Qualified HSA Distribution
Part-year Coverage
Qualified HSA Funding Distribution

Asset Manager

General

Description

Type

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
Force Options
Business use Percent
Listed property
Do You Have Evidence of Business Use
 Claimed
Is Evidence Written?
Section 179 Property
Qualifies for Special Depreciation Allowance
Amortization Code Section
Amortization Period

Vehicle

Business Mileage
Commuting Mileage

Other Mileage
Total Mileage
Business Use %
Parking and Tolls
Interest Expense
Gasoline and Oil
Other Expenses:
 Property Tax
 Registration Fees
Lease Payment Expenses
Inclusion Amount
Vehicle Options
Vehicle Method Selected

Vehicle – Questions

Was Vehicle Available for Personal Use During
Off-duty Hours?
Was Vehicle Used Primarily by a More Than 5%
Owner?
Is Another Vehicle Available for Personal Use?

Disposition

Date of Disposition
Gross Sales Price
Expense of Disposition
Land Sales Price (if Separate)
Land Expense of Disposition