

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 TaxWise 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 11/01/11.

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 TaxWise data to TaxWorks format you will need to run Update Clients which transfers your 2009 TaxWorks data to 2009 TaxWorks.
2. To convert only the 2009 TaxWise 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.

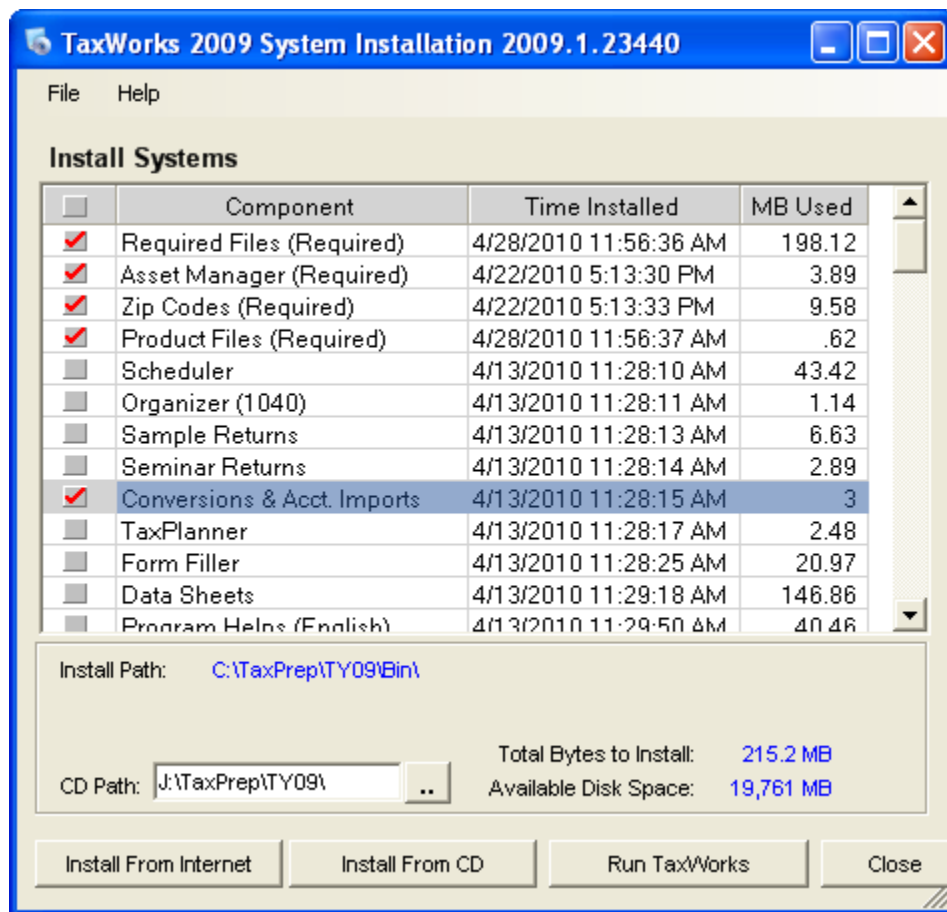
Individual Conversion

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.
- ✍ There are multiple locations in TaxWise to create Schedule E's. Not all locations can be converted. Please verify the Schedule E's.
- ✍ Detail statements – All amounts and descriptions may not convert.
- ✍ TaxWorks 2009 Taxpayer Organizer – Will be available June 2009.

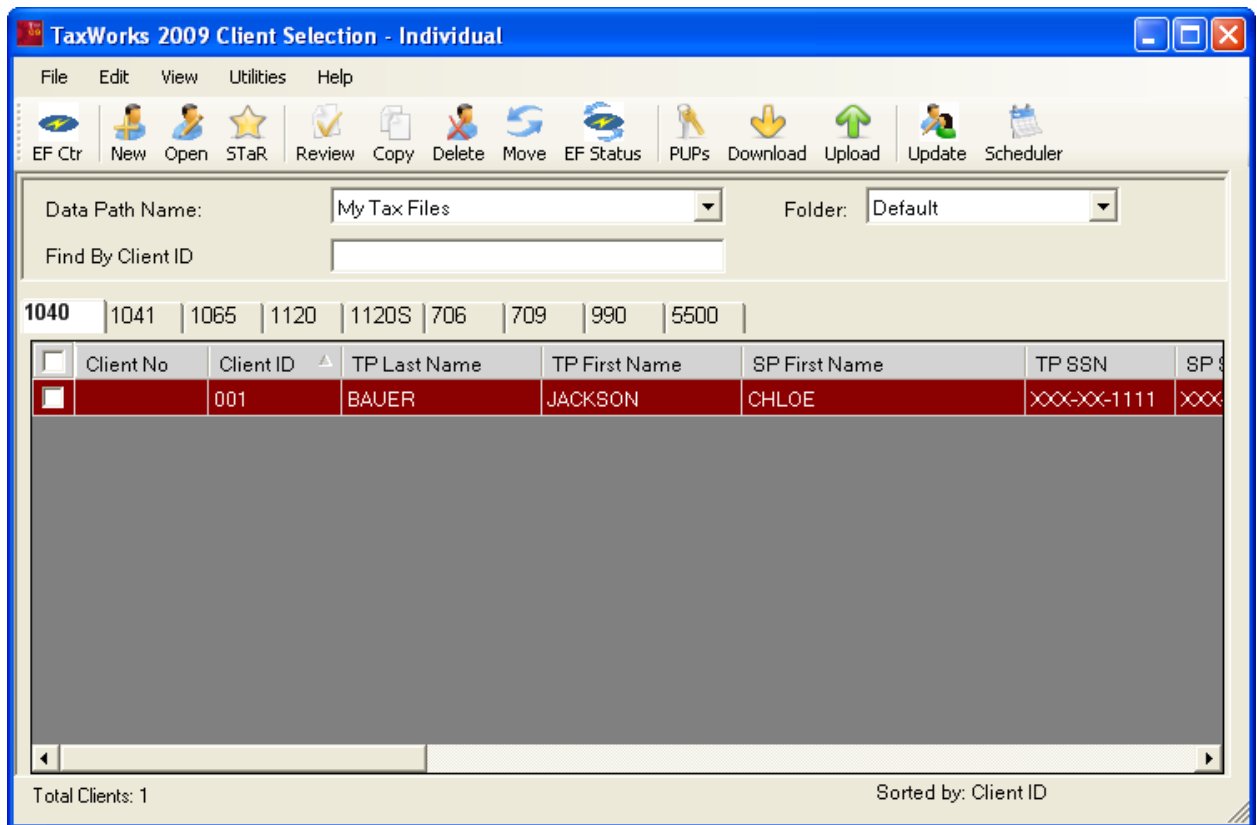
Conversion Process

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*.

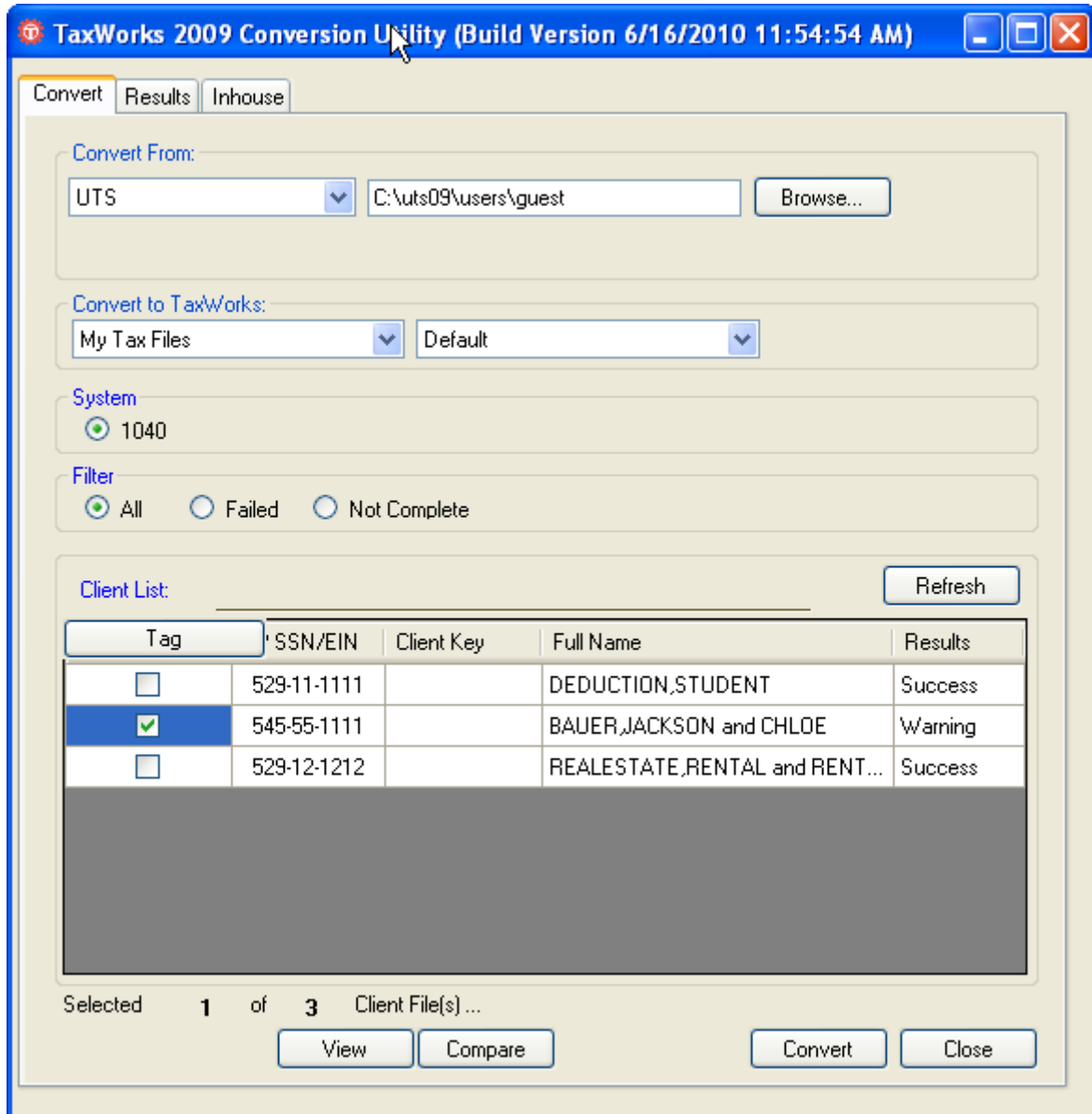


14. Click the *File* menu and select *Convert Clients*.
15. TaxWorks will automatically close.
16. The TaxWorks 2009 Conversion Utility will open.
17. Verify TaxWise Data Path:

C:\UTS08\USERS\GUEST

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.*

TaxWise® 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 Date of Birth
Taxpayer Blind
Taxpayer Permanent Disabled
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
Spouse First Name and Initial
Spouse Last Name
Spouse Social Security Number
Spouse Occupation
Spouse Date of Birth
Spouse Blind
Spouse Permanent Disabled
Spouse Date of Death
Spouse Home Phone Daytime / Evening
Spouse Work Phone Daytime / Evening
Spouse Cell Phone Daytime / Evening
Spouse Fax Number
Spouse Pres Elect Campaign

Taxpayer E-mail Address

Foreign Address

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

Didn't Live With Spouse All Year

Head of Household

Qualifying Widow(er)

Year Spouse Died

Direct Deposit Information

Routing Number
Depositor Account Number

Preparer Third Party Designee

Address, County and School

In Care Of
Address
Zip, City, State

DI – Dependents

Dependent Information

First Name
Last Name
Birthdate

Social Security Number
Relationship
Months Lived at Home

1 – 1040 Pg1

Form 1040 – U.S Individual Income Tax Return
Page 1

Income

Household Emp Inc Not Reported on W-2

Taxable Grad Scholarship Amount

Taxable Interest
Ordinary Dividends
Qualified Dividends
Taxable Refunds

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

Adjustments

Taxpayer – Educator Expenses
Spouse – Educator Expenses
Health Savings Account Deduction (Override)
Moving Expenses (Override)
Self-employed SEP, SIMPLE and Qualified
Plans Taxpayer (Override)
SE Health Insurance Deduction – Taxpayer
SE Health Insurance Deduction - Spouse
Alimony Paid:
Taxpayer – Recipients SSN
Taxpayer – Recipients Amount
Spouse – Recipients SSN
Spouse – Recipients Amount

Taxpayer – Student Loan Interest Deduction
Spouse – Student Loan Interest Deduction
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
Certain Attorney Fees and Court Costs (WBF)
Other Adjustments

2 – 1040 Pg2

Form 1040 – US Individual Income Tax Return, Page 2

Tax Computation

Force Itemized Deductions

Credits

Foreign Tax Credit
Child and Dependent Care Expenses
Education Credits

Retirement Savings Contributions
Credit for Prior Year Minimum Tax

Other Taxes

Self-employment Tax
Unreported Social Security and Medicare Tax
Household Employment Tax

Recapture Tax for Low-income Housing Credit
Recapture Tax for Qualified Electric Vehicle
Recapture Tax for Federal Mortgage Subsidy

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)
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
State Tax Withheld
Non-Standard Indicator
Corrected Form W-2G
Associated Gambling Losses

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
Federal Income Tax Withheld
1st State Tax Withheld
1st State

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)
Federal ID Number
Payer's Name
Payer's Address
Payer's ZIP, City, State
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
1st State
State
State Tax Withheld
Payer State Number
2nd State
State
State Tax Withheld
Payer State Number

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
 1st Year of Designated Roth Contribution
 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
 Amount Received Tax Free after 1986
 No of Months Payments Made

RET – Ret Contrib

Retirement Contributions

(Unable to convert due to formatting difference)

Traditional IRA

Taxpayer –
 Covered By Retirement Plan

Spouse –
 Covered By Retirement Plan

SSA – Soc Sec Ben

Social Security and Tier 1 Railroad Benefits

Taxpayer – Total Social Security Benefits
 Taxpayer – Total Medicare Premiums Pd
 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 – Total Income Tax Withheld
 Override Taxable Social Security Calculation

A – Schedule A

Schedule A – Itemized Deductions

Force Itemized Deductions
 Medical Insurance
 Medical Miles
 Long Term Care Premiums
 Taxpayer Amount
 Spouse 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
 Mortgage Interest Not Reported on 1098:
 Name
 Street Address
 SSN/EIN (Both convert to SSN)
 Amount
 T/S
 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
Casualty or Theft Losses
Other Un-reimbursed 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
In-State Muni Bonds
Adjustment Type
Adjustment Amount
Federal Withholding

Interest Income from Seller-Financed Mortgages

Name
Address
Federal ID Number (SSN/EIN converts to EIN)
Amount

Part II – Ordinary Dividends

Dividend Income Description
T,S,J
Total Ordinary Dividends
Qualified Dividends
Total Muni Bonds
Total Capital Gains
(28%) Collectibles
Unrecap Sec 1250
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
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

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

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 IV – Information on Your Vehicle

Date Vehicle Was Placed In Service
Total Number of Miles Vehicle Was Used For:
 Business
 Commuting

Part V – Other Expenses

Amortization
Miscellaneous
Other Expenses

D – Schedule D

Schedule D – Capital Gains and Losses

Short-Term & Long-Term Capital Gains and Losses

1099 Transactions Prop Desc
T,S,J
Type
Acquired Date
Sold Date

Term (Must Click on Sold Date to Activate)
Sales Price
Cost or Basis
S/T Capital Loss Carryover
L/T Capital Loss Carryover

E – Sch E Pg 1

Schedule E – Rental Real Estate / Royalties, Pg1

Property Kind
Location
Entity Ownership (T,S,J)
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

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

F – Schedule F

Schedule F – Farm Income and Expense

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

PTK1 – PT K1 Recd

Partnership Schedule K-1 Received

Entity Ownership (T,S,J)
 Partnership Identification Number
 Partnership Name
 Publicly Traded Partnership
 Real Estate Professional
 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)

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 Yr
 Cost of Livestock, Produce, etc During Year
 Inventory of Livestock, etc at End of Year

Net Long-term Capital Gain (Loss)
 Collectibles (28% Rate) Gain (Loss)
 Unrecaptured Section 1250 Gain
 Net Section 1231 Gain (Loss): From Other
 Rental 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

Credit and Credit Recapture

Alternative Minimum Tax (AMT) Items

Tax-Exempt Income and Nondeductible Expenses

Tax-exempt Interest Income – Federal

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
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

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
Active Rental Real Estate

Income or Loss

Interest Income
Ordinary Dividends
Net Short-term Capital Gain (Loss)
Net Long-term Capital Gain (Loss)
(28% Rate) Gain (Loss)

SE – Schedule SE

Sch SE – Social Security Self-Employment Tax

Section A – Short Schedule SE

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

Section B – Long Schedule SE

Taxpayer:
Exempt Notary Amount

Tax-exempt Dividend Income – California (if diff)

Other Information

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

Other Deductions

Credits and Credit Recapture

Alternative Minimum Tax (AMT) Items

Items Affecting Shareholder Basis

Other Information

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

Church Employee Income from W-2
Total W-2 Wages / RR Retirement
Spouse:
Exempt Notary Amount
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
Taxpayer

Gross Farm Income

Gross Nonfarm Income

1116 – Form 1116

Form 1116 – Foreign Tax Credit

Ownership Code
Elect to Use Simplified Limitation
Type of Income
Resident of (Name of Country):

Date Paid or Accrued

Taxes Withheld At Source On

Dividends
Rents and Royalties
Interest

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
Home Mortgage Interest
Other Interest Expense
Losses from Foreign Sources

Other Foreign Taxes Paid or Accrued

Foreign Taxes Paid in U.S. Dollars
Dividends
Rents and Royalties
Interest
Other Foreign Taxes Paid or Accrued

Part II – Foreign Taxes Paid or Accrued

Credit Is Claimed for Taxes Accrued

Part III – Figuring The Credit

Reduction in Foreign Taxes
Adjustment to Taxable Income Outside U.D.
Part IV – Summary of Credits
Reduction of Credit for International Boycott
Operations

Foreign Taxes Paid or Accrued:

2106 – Form 2106

2106 / 2106 EZ – Employee Business Expense

Occupation
Business Expense Owner

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
M & E)
Meals & Entertainment Expenses

Step3 – Figure Expenses to Deduct on Sch A

Armed Forces Reservist
Amount of Line 10 Allocated
Qualified Performing Artist
Fee Basis Govt Employee
Disabled Employee

**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**

(Converts Care Providers Entered on Form)

Name
Street Address
City State and ZIP Code

SSN
EIN (Converts to SSN)
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 and/or Deduction

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

Part VIII – 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

5695 – Form 5695

Form 5695 – Residential Energy Efficient Credit

Part I – Nonbusiness Energy Property Credit

Energy Efficient Improvements for Main Home
Insulation Material
Exterior Windows
Exterior Doors
Metal Roof
Energy Efficient Building Property
Qualified Natural Gas, Propane or Oil Furnace
Advanced Main Air Circulating Fan

Part II – Residential Energy Efficiency Credit

Qualified Solar Electric Property
Qualified Solar Water Heating
Qualified Geothermal Heat Pump
Qualified Fuel Cell
Kilowatt Capacity
Credit Carryforward from 2008

6251 – Form 6251

Form 6251 – Alternative Minimum Tax

Certain Home Mortgage Interest
Refund of Taxes
Investment Interest
Depletion
Alternative Tax NOL Subject to 90%
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
Depreciation (Pre-1987)
Related Adjustments
Amount to Override Exemption Worksheet
Alternative Minimum Foreign Tax Credit
Amount from the Qualified Dividends
Worksheet, Ln 6
Amount from Schedule D, Line 19
Amount from Schedule D Tax Worksheet, Line
10
Amount from the Qualified Dividends
Worksheet, Ln 7

6252 – Form 6252

Form 6252 – Installment Sale Income

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

Total Payments Received During Year
Payments Received in Prior Years
Portion Taxable as Ordinary Income

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 III – Related Party Installment Sale Income

Related Party Name
Street Address
ZIP Code – City, State, ZIP
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

Part II – Installment Sale Income

Federal Gross Profit Ratio

Contract Price form Line 18 for Year of First Sale

Total Payments Received
Portion of Ln 35 That is Ordinary Income

8283 – Form 8283

Form 8283 – Noncash Charitable Contributions

Section A

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

Organization Street Address
Organization ZIP Code (C/S/Z)
Location of Tangible Property
Name of Person Having Possession of Property
Section B

Part II – Taxpayer (Donor) Statement

Identifying Letter
Description

Part IV – Donee Acknowledgement

Date Organization Received Property
Does Organization Intend to Use Property
Name
Address
ZIP Code (C/S/Z)

Part II – Partial Interests

Enter Letter from Part I
Total Amount Claimed as Deduction in Part I for
This Tax Year
Total Amount Claimed as Deduction for Prior
Tax Years
Organization Name

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

8609A – Form 8609A

Form 8609-A – Annual Statement for Low-Income Housing

Part I – Compliance Information

Date Building Placed in Service
Building Identification Number
A Newly Constructed or Existing Building
Section 42(e) Rehabilitation Expenditures

Is Original Form 8609 Maintained in Records
Building Qualifies as Part of Low-Income
Housing Project
Was There a Decrease in Qualified Basis

Part II – Computation of Credit

Eligible Basis of Building
Low-income Percentage

Original Qualified Basis of Building
Total of All Federal Grants
Proportionate Share of Credit

8611 – Form 8611

Form 8611 – Recapture of Low-Income Housing Credit

Building Street Address
Building ZIP Code
Building Identification Number (BIN)
Date Placed in Service
Issuers Name
Date of Issue
Name of Issue
CUSIP Number
Total Credits Reported on Form 8586

Credits on Line 1
Credit Recapture Percentage
Percentage Decrease in Qualified Basis
Recapture Amount from Flow-through Ethics
Unused Credit Attributable to This Building
Unused Credit Attributable to Additions
Interest on Net Recapture Amount (Line 10)
Interest on Recapture Amount from Flow=thru Entities

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 Tax
Schedule D or Schedule J Was Used
Override Line 15 Tax Calculation

8814 – Form 8814

Form 8814 – Parents Election to Report

Spouses Form 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 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

8829 – Form 8829

Form 8829 – Business Use of Home

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)

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

Part II – Allowable Deductions

Direct 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 2007

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

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

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

Part II – Adoption Credit

Maximum Credit Per Child
Amount from Lines 3 and 6 of Last Form Filed
2004 Credit Carryforward

8853 – Form 8853

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

(This Form Must Have Box Checked for Taxpayer/Spouse in TaxWise)

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 in Line 6a Rolled Over
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

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

8889- Form 8889

Form 8889 – Health Savings Accounts

Spouse's Form 8889

Part I – HSA Contributions

High-deductible Health Plan for 2008
HSA Contributions Made for 2009
Enter Amount from Line 5
If Age 55 Enter Number of Months Had
Coverage under an HDHP

Part II – HSA Distributions

Asset Manager

General

Description
Date
Fed – Cost
Fed – Current Sec 179
Fed – Prior Sec 179
Fed – Current Sp Allow
Fed – Land
Fed – Salvage Value
Fed – Basis
Fed – Method
Fed – Period
Fed – Convention (Verify Convention – Due to
calculation, conventions may not convert the
same as entered in TaxWise)
Fed – Current Deprec
Fed – Prior Deprec
Fed – Override Current
Business use Percent
Listed property
Do You Have Evidence of Business Use
Claimed
Is Evidence Written?
Section 179 Property
Amortization Code Section
Amortization Period

Vehicle

Total Distributions Received in 2009 from HSAs
Distributions Included on Line 14a
Unreimbursed Qualified Medical Expenses

Part III – Income and Additional Tax

Qualified HSA Distribution
Part-year Coverage
Qualified HSA Funding Distribution

Business Mileage
Commuting Mileage
Total Mileage
Business Use %

Vehicle – Questions

Was Vehicle Available for Personal Use?
Was Vehicle Used Primarily by a More Than 5%
Owner?
Is Another Vehicle Available for Personal Use?
Maintain Written Statement that Prohibits All
Personal Use Including Commuting?
Maintain Written Statement that Prohibits
Personal Use Except Commuting?
Treat All Use of Vehicles as Personal Use?
Provide More Than Five Vehicles to
Employees?
Meet the Requirements Concerning Qualified
Automobile Demonstration Use?

Disposition

Date of Disposition
8252 – Mortgage Purchased
Gross Sales Price
Expense of Disposition