

TaxWorks Conversions 2009



Welcome to TaxWorks

Thank you for choosing TaxWorks Professional Tax Software. We are excited to have you on our team and 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 UltraTax 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 system 1040. The 1041, 1065, 1120, and 1120S conversions and documentation will be completed approximately 12-15-10.

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 UltraTax data to the TaxWorks format you will need to run Update Clients which transfers your 2009 TaxWorks data to 2010 TaxWorks.
2. To update only the 2009 UltraTax data to 2010 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.

Asset Manager Conversions (All Systems)

- ✍ We recommend you print a copy of the TaxWorks Federal Depreciation Schedule and verify that the TaxWorks current depreciation amounts match those calculated by your prior software. Due to the many ways depreciation can be calculated, there may be slight differences that could require manual overrides in the TaxWorks Asset Manager.
- ✍ If you have overridden any depreciation calculations, 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.
- ✍ Vehicle information will not convert.
- ✍ If you have used the Creative Solutions asset module verify that the assets have accurately converted. Not all information in the module will convert.

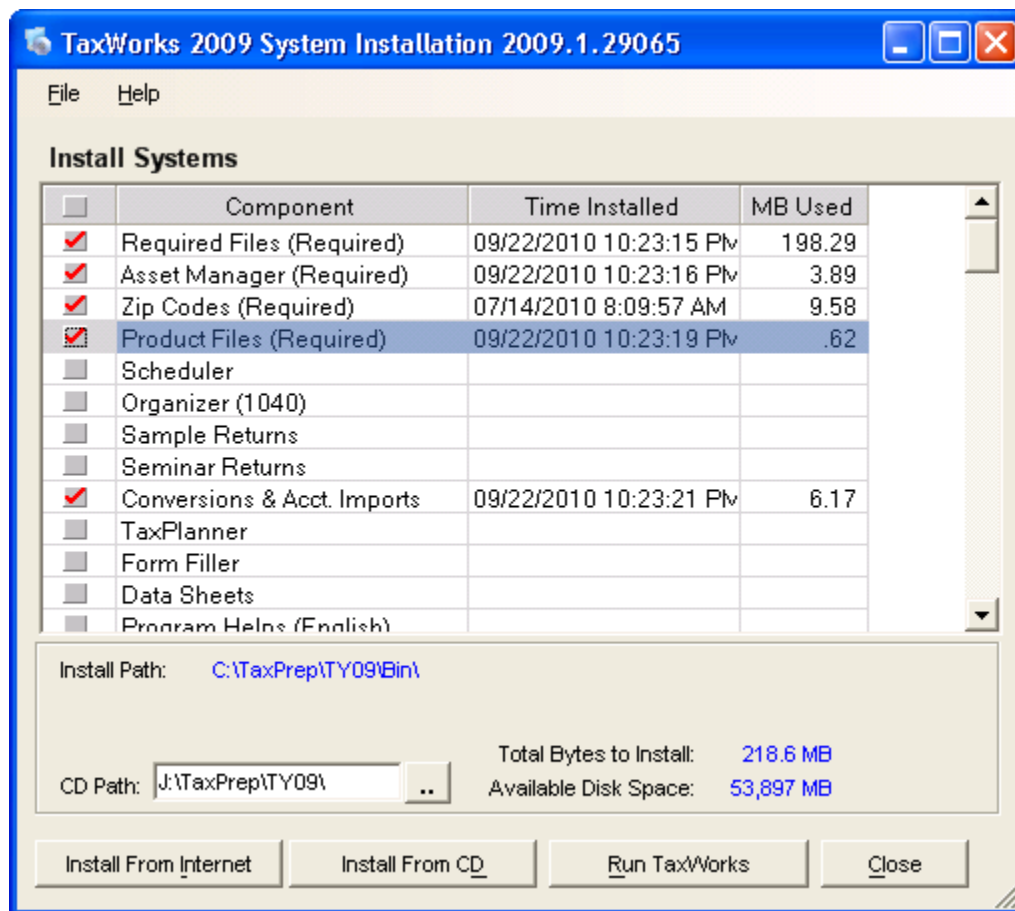
Individual Conversions

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

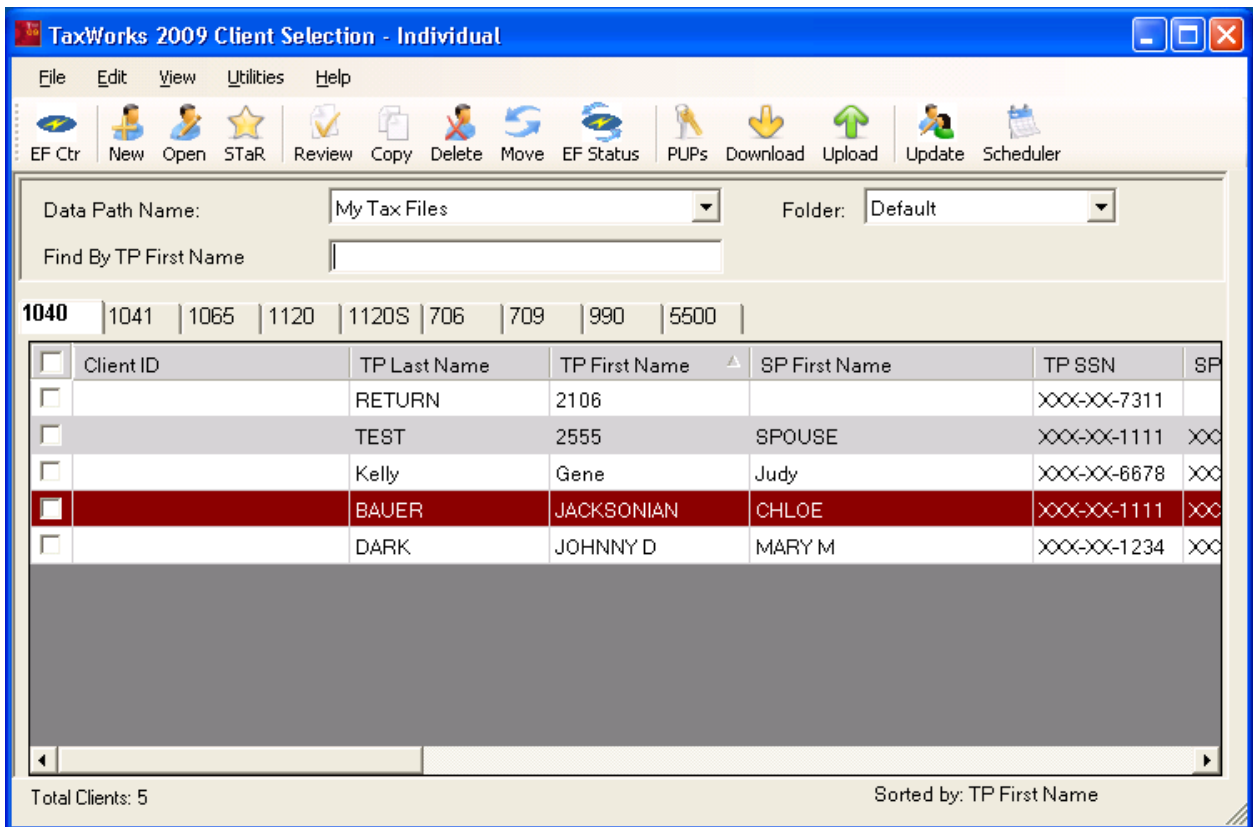
Conversion Process

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 (800) 230-2322.
 - b. After installation is complete, open the TaxWorks 2009 Demo by clicking the *TaxWorks icon* located on your desktop.
3. If the Client Selection screen appears, click *Close*.
4. On the menu bar click *Installations*, and then *Upgrade Systems*.



5. Tag the following items using your mouse. Do this by clicking on the gray box to the left of the item:
 - a. System Operations
 - b. Federal Universal (Shared Forms) (is automatically tagged)

6. Tag only the Federal systems for clients you wish to convert:
 - a. Federal 1040 Individual
 - b. Federal 1041 Fiduciary
 - c. Federal 1065 Partnership
 - d. Federal 1120 Corporation
 - e. Federal 1120S S-Corporation
7. Click *Upgrade From Internet* (Upgrades may take up to 1 hour).
8. Once upgrade is complete, click *Close*.
9. Files that were upgraded will automatically decompress.
10. TaxWorks 2009 will automatically open.
11. If the Client Selection screen appears, close it by clicking the *Red X*.

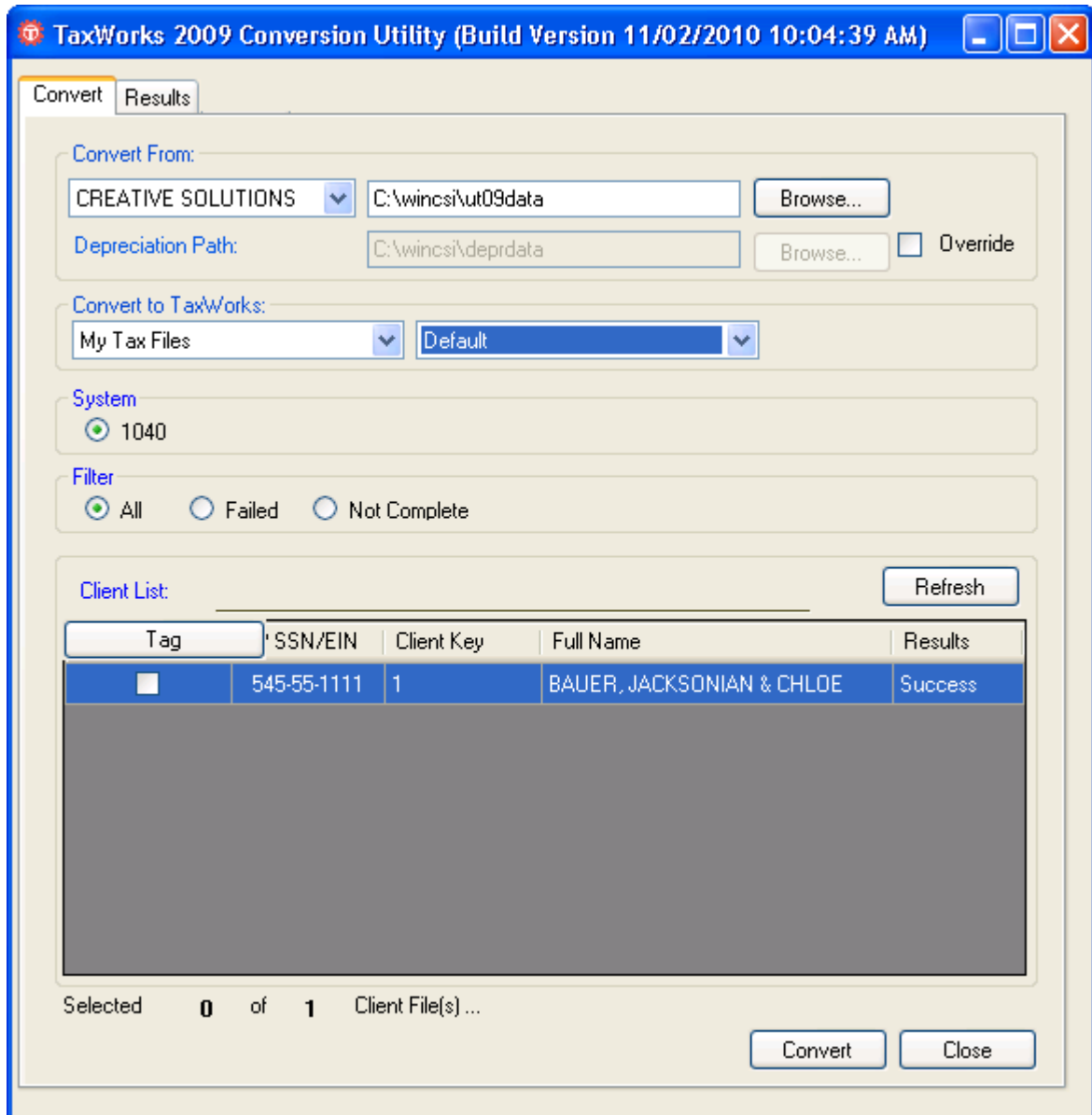


12. Click the *File* tab and click *Convert Clients*.
13. TaxWorks will automatically close.
14. The TaxWorks 2009 Conversion Utility will open.
15. Verify UltraTax Data Path:

C:\wincsi\ut09data

Note: Vendor Data Path will change with system

16. Select the TaxWorks Data Path (default is MY TAX FILES)
17. Select the TaxWorks Folder (default is DEFAULT)
18. Tag clients you want to convert. To Tag all clients click Tag.
19. Click *Convert*.



20. Once the conversion is complete, the status of each client will be displayed in the Status column.
21. To view a conversion report. Click the *Results* tab.

22. When finished click *Close*
23. TaxWorks 2009 will automatically open
24. If the Client Selection window does not open automatically click the *Clients* button located on the button bar.
25. Carefully review your converted data files to be sure your converted data is accurate. 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.
26. If you have any questions or suggestions concerning the conversion process please contact us at support@taxworks.com or call (800) 843-1139.
27. 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.*

UltraTax® 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

Zip, City, State

Taxpayer E-mail Address

Spouse E-mail Address

Foreign Address

Foreign Street Address

City

State or Province

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

Dual Status Alien

Itemize

Standard Deduction

Claim Spousal Deduction

Didn't Live With Spouse All Year

Head of Household

Qualifying Widow(er)

Preparer Third Party Designee

Address, County and School

In Care Of

Address

Apartment Number

DI – Dependents

Dependent Information

First Name

Last Name

Birthdate

Social Security Number

Relationship

T/S

Months Lived at Home

Disabled

College Student

Child Care Expenses

1 – 1040 Pg1

Form 1040 – U.S Individual Income Tax Return

Page 1

Income

Alimony Received – Taxpayer
Alimony Received – Spouse
Other Income
 Personal Property Rental Income
 Jury Pay
 Alaska Permanent Fund Dividend

Adjustments

Educator Expenses – Taxpayer
Educator Expenses - Spouse

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

Alimony Paid:

Taxpayer – Recipients Name
Taxpayer – Recipients SSN
Taxpayer – Recipients Amount
Spouse – Recipients Name
Spouse – Recipients SSN
Spouse – Recipients Amount
Taxpayer – Student Loan Interest Deduction
Spouse – Student Loan Interest Deduction
Domestic Production Activities Deduction

Allocated Tips
Advanced EIC Payment
Dependent Care Benefits
Nonqualified Plans
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
Payer's State ID Number
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)
Payer's Name
Report Income On:
Issuing State

Unemployment Compensation
Amount Repaid
State/Local Income Tax Refunds, etc
Box 2 Amount is for Tax Year
Federal Income Tax Withheld

Agricultural Payments

Amt in Box 2 Applies to Income from a Trade

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
Foreign Address
Payer's Name
Payer's Address
Payer's ZIP, City, State
Account Number
Gross Distribution
Taxable Amount
Taxable Amount Not Determined
Total Distribution
Qualified Charitable Distribution
Qualified HSA Acct Funding
Capital Gains Included in Line 2a
Federal Income Tax Withheld
Employee Contributions
Net Unrealized Appreciation
Distribution Code

IRA/ SEP/ SIMPLE
Other
Percent
Percent Total Distribution
Total Employee Contribution
Nonstandard Indicator
1st and 2nd State
1st and 2nd State Tax Withheld
1st and 2nd State Payer State Number
1st and 2nd State Local Tax Withheld
1st and 2nd State Locality Name

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

Taxpayer –
Amount Actually Contributed for 2009
Basis in Roth IRA Contributions for 2008
Basis in Roth IRA Conversions for 2008
Spouse –
Amount Actually Contributed for 2009
Basis in Roth IRA Contributions for 2008
Basis in Roth IRA Conversions for 2008

Roth IRA

SSA – Soc Sec Ben

Social Security and Tier 1 Railroad Benefits

Taxpayer – Total Social Security Benefits
Taxpayer – Total Medicare Premiums Paid
Medicare Prescription Drug Premiums
Taxpayer – Total Tier 1 Railroad Benefits
Taxpayer – Federal Income Tax Withheld

Spouse – Total Social Security Benefits
Spouse – Total Medicare Premiums Pd
Medicare Prescription Drug Premiums
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
 Override Long-Term Care Premiums
 Other Medical Expenses
 State and Local Income Taxes (***This Field May Not Accurately Convert All Information***)
 General Sales Taxes (***This Field May Not Accurately Convert All Information***)
 Force Options
 Real Estate Taxes
 Personal Property Taxes
 Other Taxes
 Home Mortgage Interest and Points
 Reported on 1098
 Mortgage Interest Not Reported on 1098

Points Not Reported on 1098
 Qualified Mortgage Insurance Premiums
 Investment Interest
 Contributions by Cash or Check
 Total Charitable Mileage
 Contributions Other than Cash or Check
 Union and Professional Dues
 Other Un-reimbursed Expenses
 Tax Return Preparation Fees
 Investment Expense
 Safe Deposit Box
 Other Limited Expenses
 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
 Tax-exempt (Muni Bonds)
 In-State Muni Bonds
 Specified Priv Act Bond
 Federal Withholding
 Foreign Tax Paid
 State Withholding

Interest Income from Seller-Financed Mortgages

Name
 Street Address
 SSN
 Federal ID Number
 T,S,J
 Amount
 Carry to State

Part II – Ordinary Dividends

C – Schedule C

Schedule C – Profit or Loss from Business

Business Owner
 Principal Business Code
 Principal Business Including Product
 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

Dividend Income Description
 T,S,J
 Total Ordinary Dividends
 Qualified Dividends
 Total Muni Bonds
 % In-State Muni Bonds
 In-State Muni Bonds
 Total Capital Gains
 (28%) Collectibles
 Unrecap Sec 1250
 Sec 1202 Gain
 Foreign Tax Paid
 Federal Withholding
 State Withholding
 State

Part II – Ordinary Dividends

Foreign Account
 Name of Country
 Foreign Trust

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 (Paid to Banks)
 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%)
 (100% Deductible)
 (Subj to D.O.T. Hrs/Svc Limits)

Utilities
 Wages

Part III – Cost of Goods Sold

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

Part V – Other Expenses

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
 Sales Price

Cost or Basis
 AMT Cost If Different

Part II – Assets Held More Than 1 Year

Capital Gain Distribution
 Regular Tax Gain or Loss
 Regular Tax 28% Rate

E – Schedule E Pg 1

Schedule E, Pg 1 - Rental Real Estate / Royalties

Property Kind
 Location
 City, State, Zip (Converts to City Field)
 Entity Ownership (T,S,J)
 Two-letter State Code
 Real Estate Professional
 Passive Activity
 Exempt from Limitation (i.e. Final Disposition)
 Percentage of Ownership (if not 100%)
 Percent of Personal Use
 Rents Received
 Royalties Received
 Advertising
 Auto 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
 Depreciation Expense – Depletion

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
Date 2009 Extension Payment Made
If ES Payments Made With Former Spouse Give
Spouse SSN

F – Schedule F

Schedule F – Farm Income and Expense

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

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 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
Amount Received in 2009
Crop Insurance Proceeds and Payments:
 Amount Received in Current Year
 Taxable Amount
 Elect to Defer to 2010
 Amount deferred from 2008
Custom Hire (Machine Work) Income
Other Income

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
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
Chemicals
Conservation Expense
Custom Hire
Depreciation
Employee Benefit Programs
Feed Purchased

J – Schedule J

Schedule J – Farm Income Averaging

Elected Farm Income	2007 Filing Status If Different
Capital Gain Included on Line 2a:	2007 Qualified Dividends
Unrecaptured Section 1250 Gain	2007 Form 4952, Line 4e
If 2006 Sch D Tax Applies:	2007 Form 4952, Line 4g
2006 Filing Status if Different	If 2008 Schedule D Tax Applies:
2006 Qualified Dividends	2008 Filing Status if Different
2006 Form 4952, Line 4e	2008 Qualified Dividends
2006 Form 4952, Line 4g	2008 Form 4952, Line 4e
If 2007 Schedule D Tax Applies:	2008 Form 4952, Line 4g

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
Materially Participated in Trade or Business
Foreign Partnership
Final Disposition

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

Foreign Transactions

Total Foreign Taxes Paid

Alternative Minimum Tax (AMT) Items

Excess Intangible Drilling Costs

Tax – Exempt Income and Nondeductible Expenses

Distributions

Distributions of Money
Distributions of Property Other Than Money

Other Information

Income or Loss

Ordinary Business Income or (Loss)
Net Rental Real Estate Income or (Loss)
Other Net Rental Income or (Loss)
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 Other
 Rental Activities
Other Income or (Loss)

Section 179 Expense

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

Ordinary Business Income or (Loss)
Net Rental Real Estate Income or (Loss)
Other Net Rental Income or (Loss)
Guaranteed Payments to Partner
Interest Income
Ordinary Dividends
Royalty Income
Net Short-term Capital Gain (Loss)

Income or Loss

Net Long-term Capital Gain (Loss)
Collectibles (28% Rate) Gain or (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

Credits and Credit Recapture

FDK1 – FD K1 Recd

Fiduciary Schedule K-1 Received

Beneficiary Ownership Code
Estates or Trusts Identification Number
Estates or Trusts Name
Real Estate Professional
Materially Participated in Trade or Business
Active Rental Real Estate
Final Disposition

Income or Loss

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

SE – Schedule SE

Social Security Self-Employment Tax

Section B – Long Schedule SE

Taxpayer –
Filed Form 4029
Filed Form 4361
Exempt Notary Amount
Chapter 11 Bankruptcy
Church Employee Income from W2
Gross Farm Income
Gross Nonfarm Income

Foreign Transactions

Total Foreign Taxes Paid

Alternative Minimum Tax (AMT) Items

Excess Intangible Drilling Costs

Items Affecting Shareholder Basis

Other Information

Self-Employment Earnings (Loss)

Gross Farming or Fishing Income

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

Spouse –
Filed Form 4029
Filed Form 4361
Exempt Notary Amount
Chapter 11 Bankruptcy
Church Employee Income from W2
Gross Farm Income
Gross Nonfarm Income

1116 – Form 1116

Form 1116 – Foreign Tax Credit

Ownership Code
Type of Income

Resident of (Name of Country)

Part I – Taxable Income from Foreign Sources

Name of Foreign Country or US Possession
Gross Income from Sources within Country
Gross AMT Income from Sources within
Country

Total Compensation is \$250,000 or More
Expenses Definitely Related to Line 1a
Income

AMT Expenses Definitely Related to Line 1a
Income
Itemized or Standard Deduction
AMT Itemized or Standard Deduction
Other Deductions
AMT Other Deductions
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

Dividends
Rents and Royalties
Interest
Other Foreign Taxes Paid

Foreign Taxes Paid in U.S. Dollars

Dividends
Rents and Royalties
Interest
Other Foreign Taxes Paid
AMT Total Foreign Taxes Paid

Part II – Foreign Taxes Paid or Accrued

Credit is Claimed for Taxes Accrued
Date Paid or Accrued

Taxes Withheld at Source On:

Part III – Figuring the Credit

Reduction in Foreign Taxes
AMT Reduction in Foreign Taxes
Adjustments to Taxable Income
AMT Adjustments to Taxable Income

2106 – Form 2106

2106 / 2106 EZ – Employee Business Expense

Occupation
Spouse

Reimbursements Received From Employer
Not Reported On In Box of Form W2 –
Not Meals and Entertainment
Reimbursements Received From Employer
Not Reported On In Box of Form W2 –
Meals and Entertainment

Step 1 - Expenses

Parking Fees, Tolls, Etc.
Travel Expense Away From Home – Other
Business Expenses Not Included Above (Not
Meals & Entertainment)
Meals & Entertainment Expenses
Dept of Transportation Employee

Step3 – Figure Expenses to Deduct on Sch A

Armed Forces Reservist
Qualified Performing Artist
Fee-basis State/Local Govt Employee
Disabled Employee

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

2120 – Form 2120

2120 – Multiple Support Declaration

Name of Qualifying Relative:
Eligible Persons Waiving Right to Claim Person As
Dependent:
First Name
Last Name

Social Security No
Address
ZIP Code
City
State

2441 – Form 2441

2441 – Child Care Credit

**Part I – Persons or Organizations who Provided
the Care**

Name
Street Address
City State and ZIP Code

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 – Foreign City
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 or its Possessions on
 Business 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
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

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

Two-letter State Code
Spouses Form 4835
Employer ID Number
Taxpayer Actively Participates

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

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

6252 – Form 6252

Form 6252 – Installment Sale Income

Description
Ownership (T,S,J)
Date Acquired
Date Sold
Property Sold to Related Party After May 14,
 1980
Property Sold to Related Party Was A
 Marketable Security
Carry to Form 4797
Short Term 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, Line 31
If Main Home, Amount of Excluded Gain

Part II – Installment Sale Income

Gross Profit Ratio – Federal
Gross Profit Ratio – AMT if Diff
Total Payments Received During Year
Payments Received in Prior Years
Portion Taxable as Ordinary Income
Total Unrecaptured Section 1250 Gain – Federal
Total Unrecaptured Section 1250 Gain – AMT if Diff

Social Security Number
Federal EIN
Street Address
ZIP Code – City, State, ZIP
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 III – Related Party Installment Sale Income

Related Party Name

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
Explanation of 1099-B Adjustment

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

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

8379 – Form 8379

Form 8379 – Injured Spouse Claim

Two-letter State Code If Main Home Was In A Community Property State
Injured Spouse is Taxpayer or Spouse
Divorced or Separated from Spouse on Joint Return and Want Refund Issues in This Name Only
Address for Injured Spouse, if Different
Street Address:
ZIP Code
City
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

Tax for Children Under Age 18 With Investment Income of More Than \$1,500

Parent's Name	Form 4952 Line 4e
Parent's Social Security Number	Form 4952 Line 4g
Parent's Filing Status Code	Amount from Parents' Schedule J
Parent's Taxable Income	Line 2a (Elected Farm Income)
Amount from Parents' Schedule D	Line 7
If Sch D Filed, Lesser of Sch D, Ln 15 or 16	Line 11
Line 18 (28% Rate)	Line 21
Line 19 (Unrecaptured Sec 1250)	

8814 – Form 8814

Form 8814 – Parents Election to Report Childs Interest and Dividends

Spouses Form 8814	Child's Alaska Permanent Fund Dividend
Child's First Name (Includes Last Name)	Child's Qualified Dividends
Child's Social Security Number	Child's Capital Gains Distributions
Child's Taxable Interest Income	Unrecaptured Section 1250 Capital Gains
Child's Ordinary Dividends	

8829 – Form 8829

Form 8829 – Business Use of Home

Carry to Multiple Number	Repairs and Maintenance
	Utilities
	Other Expenses

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 of Home Used Exclusively for Daycare

Indirect Expenses

Deductible Mortgage Interest
Qualified Mortgage Insurance Premium
Real Estate Taxes
Excess Mortgage Interest
Insurance
Rent
Repairs and Maintenance
Utilities

Part II – Allowable Deductions

Direct Expenses

Deductible Mortgage Interest
Qualified Mortgage Insurance Premium
Real Estate Taxes
Excess Mortgage Interest
Insurance
Rent

Carryover of Operating Expenses from 2008
Excess Casualty Losses
Carryover of Excess Casualty Losses
Casualty Losses Included On Lns 14 and 32

8839 – Form 8839

Form 8839 – Qualified Adoption Expenses

Qualified Adoption Expenses

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

Qualifying Expenses

Part II – Adoption Credit

Modified AGI
2004 Credit Carryforward
2005 Credit Carryforward
2006 Credit Carryforward

8853 – Form 8853

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

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

Name of Insured
Social Security Number of Insured
In 2009 Did Anyone Other Than Taxpayer Receive Payments
Insured Was Terminally Ill

Assets – Asset Manager

General Tab

Asset ID
Description
Type
Date
Fed – Cost
Fed – Current Sec 179
Fed – Prior Sec 179
Fed – Land
Fed – Salvage Value
Fed – Basis
Fed – Method
Fed – Period

2007 Credit Carryforward
2008 Credit Carryforward

Part III – Employer Provided Adoption Benefits

Total Employer-provided Adoption Benefits Received

Gross LTC Pymts Received on Per Diem Basis
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

Fed – Current Deprec
Fed – Prior Deprec
Fed – Override Current
AMT – Cost
AMT – Current Sec 179
AMT – Prior Sec 179
AMT – Method
AMT – Period
AMT – Current Deprec
AMT – Prior Deprec
Section 179 Property