

CONTRIBUTIONS - Retirement Plans and IRAs

Type of Account (regular IRA, Roth IRA, Coverdell ESA, employer-sponsored retirement plan, KEOGH, SEP, etc.)

Individual or Spousal

Amount Contributed This Year

Before Year-End

After Year-End

Year End Balance

Type of Account	Individual or Spousal	Before Year-End	After Year-End	Year End Balance

Are you or your spouse an active participant in a qualified retirement plan (including a 401 (K) plan)?

Discuss deductibility or credit availability for contributions with tax preparer.

SPEED PROCESSING

Enclose front pages of government tax forms that have your name and address labels. Be sure to include the mailing envelopes as well.

DEDUCTIONS - Interest

Amount

Home mortgage interest paid to financial institutions (Form 1098)	
Home mortgage interest paid to individuals (show name and address)	
Name:	
Address:	
Name:	
Address:	
Date of Mortgage(s)	
Cost of residence & improvements	
Is mortgage on: <input type="checkbox"/> principal residence <input type="checkbox"/> second home	
Percentage points paid on mortgage for new home	
Mortgage prepayment penalties	
Interest to purchase or carry investment property	
Amount of interest paid on student loans (Form 1098-E)	
Were loan proceeds used exclusively for educational expenses (tuition, fees, room and board, and related expenses such as books and supplies)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was loan taken out for yourself, your spouse, or a dependent (at the time the loan was taken out)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other	

DEDUCTIONS - Taxes

Amount

Income Taxes (state and local)	
Real Estate Tax	
Personal Property Tax (Auto)	
Other Taxes (specify)	

ADOPTION CREDIT

Amount

Amount of expenses paid to adopt a child	
Child's Name?	
Date of Birth?	
Social Security Number?	
Special needs child? Yes <input type="checkbox"/> No <input type="checkbox"/>	

DEDUCTIONS - Contributions

NOTE: Written acknowledgement is needed for charitable contributions in excess of \$250

Amount

Cash Contributions	
Payments over benefits received for charitable events.	
Non-Cash contributions: Attach list showing charity name and address, property description, dates acquired and contributed, how acquired by you (e.g. purchase or gift), cost or adjusted basis, fair market value, and how you determined value. (Form 8283 if over \$500 deduction claimed) Note: For charitable donation of property value in excess of \$5000, additional information maybe required.	
Out of pocket expenses for donated work in conjunction with above or similar organizations & charities.	
Transportation or mileage for charitable work.	
Expenses (incurred as duly elected delegate to convention or recognized organization).	
Other Expenses (specify)	

PRESIDENTIAL ELECTION CAMPAIGN FUND

Congress has set up a fund to help pay for Presidential election costs. Do you want \$3 of your tax to go to this fund? ____ If you are filing a joint return, does your spouse want \$3 dollars of their tax to go to this fund? ____
Note: A "Yes" response will not change your tax or reduce your refund.

...from IRS: Recordkeeping

"You are required by law to keep records that will enable you to prepare a complete and accurate income tax return. Although law generally does not require any special form or records, you must retain all receipts, cancelled checks and other evidence to prove amounts claimed as deductions. You must keep your records for as long as their contents may be material to administering any Internal Revenue Service."

The enclosed information is correct and includes all income for this return.

DEDUCTIONS - Miscellaneous

Amount

Alimony Paid (list recipient's name and SSN)	
Recipient	
Social Security Number	
Penalty on early withdrawal of savings	
Unreimbursed Employee Expenses: Tools	
Protective Clothing	
Union Professional dues	
Uniforms	
Employment firm fees (if seeking in same trade or business)	
Subscriptions to Professional journals	
Other (specify)	
Tax Return preparation fees	
Investment Expenses	
Safe Deposit Box	
Casualty or theft loss not reimbursed by insurance in excess of \$100	
Was a timely insurance claim filed?	
Contribution to Archer Medical savings account (set up before this year)	
Expenses paid for higher education (not paid by Coverdell ESA or reported for educational credits) for you, spouse or dependent	
K-12 Teachers - up to \$250 paid for books, supplies and equipment	
Gambling losses (up to winnings)	
Other Expenses (specify)	

Taxpayer's Signature

Date

OTHER INCOME - Include 1099 Forms Received

	Payer	Amount
Tips and Gratuities		
Commissions and Fees		
Prizes and Awards		
Alimony Received		
Annuity and Pension Distributions		
Coverdell ESA Distributions		
IRA Distributions (regular, ROTH, SEP and SIMPLE)		
Were distributions used for K-12 or college educational expenses (at public or private school) of you, spouse, child, or grandchild? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter amount.		
Were distributions used for first-time home buyer expenses of you, your spouse, child, or grandchild? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter amount		
Royalties		
Partnership, Joint Venture, L.L.C or S corporation.		
Mutual Fund		
Household employee income (not reported on Form W-2)		
Hobby Income		
Trusts or Estates		

	Payer	Amount
Tax Refunds (State and Local)		
Unemployment Compensation		
Strike Benefits		
Disability (may qualify for exclusion)		
Social Security received		
Lump sum distribution from Retirement/PS plans		
Jury Duty Fees		
Gambling Winnings		
Scholarship and Fellowship Grants		
If Degree candidate: enter amount spent on tuition & course related equipment		
Conversion of IRA, SEP or SIMPLE to Roth IRA		
Other income (U.S. or Foreign?)		
Employer provided educational assistance above \$5,250		

STOCK OR PROPERTY SALES - Enclose Broker's statements, Form 1099-B, and Real Estate transaction papers.

*H W J	Name of Stock or Property Description	Number of Shares	DATES Acquired	DATES Sold	AMOUNT Sales Price	Cost Basis	Expenses of Sale	Depreciation or Amortization

Were any of these properties your principal residence for at least two of the five years? Yes No Discuss other exemptions for principal residence with tax preparer

Was depreciation claimed on this property for business or rental use? Yes No

Were any of these sales on the Installment Method? Yes No (If yes, please explain.)

CREDITS - CHILD & DEPENDENT CARE/CHILD TAX CREDIT -

Name of Qualifying Person	Date of Birth	Dependent?	Year End Age and Relationship	Months Lived In Home	Citizen of U.S. or Resident Alien	Incapable of Self-care

Persons or Organizations who cared for the children or dependents

Name and Address	Social Security No. if paid to individual	Amount Paid

If you paid over \$1400 to household employee, write your employer identification number, and the amount of wages paid.

EDUCATION CREDITS

Name of Student	Enrolled in Post-Secondary Educational Institution?	Enrolled in Degree or Certificate Program?	Years of Post-Secondary Education Completed as of 12-31	Took at Least Half Normal Full-Time Workload During One Academic Period of Tax Year?	Ever Convicted of a Felony for Controlled Substances?	Amount of Tuition and Fees Paid During Tax Year (other than amounts paid for educational deduction)

DEDUCTIONS - Medical and Dental Expenses

	Unreimbursed Amount
Prescription medicines, drugs and insulin	
Doctors and Dentists	
Nurses and Hospitals	
Insurance Premiums	
Eye Laser Surgery	

	Unreimbursed Amount
Lodging while away from home for Medical Care and Ambulance Service	
Other (List below - smoking cessation programs, hearing aids, dentures, eyeglasses, braces, wheelchairs, etc.)	
Are you self employed <input type="checkbox"/> Yes <input type="checkbox"/> No	

*HUSBAND W-WIFE JOINT

FARM INCOME & EXPENSE - Farm names and addresses

Employer I.D. No.

Principal Product(s)
Accounting Method used (check one): <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
Do you elect to average farm income over three years? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you materially participate in the operation of business? <input type="checkbox"/> Yes <input type="checkbox"/> No

SALE OF LIVESTOCK & OTHER ITEMS BOUGHT FOR RESALE

Description/ # Sold	Date Acquired	Cost/ Basis	Selling Price	Date Sold

FARM INCOME

Description	Selling Amount
Dairy products	
Eggs	
Wool	
Cotton	
Tobacco	
Vegetables	
Soybeans	
Corn	
Milo	
Wheat	
Other Grains	
Hay and Straw	
Fruit and Nuts	
Other Farm Income	
Machine Work	
Total taxable distributions from cooperatives	
Taxable Agricultural program payments: cash	
Taxable Agricultural program payments: materials & services	
Commodity credit loans under election	
Commodity credit loans forfeited or repaid with certificates	
Did you make an election in a prior year to include commodity credit loan proceeds as income in that year?	
Federal Gasoline Tax credit	
State Gasoline credits	
Crop Insurance Proceeds & Disaster Payments	
Did you elect to include as income in a following year damage?	
Sales of Livestock due to Drought, Flood or other weather-related conditions:	
Amount	
Did you elect to defer recognition of income? <input type="checkbox"/> To next year? <input type="checkbox"/> For two years?	

Farm Expenses - Miscellaneous

Amount

Car, Truck & Tractor (actual or standard mileage)	
Chemicals	
Conservation expenses	
Custom Hire	
Depreciation (Discuss with Tax Consultant)	
Employee benefits programs (Other than Pension and Profit Sharing Plans)	
Feed purchased	
Fertilizer and Lime	
Freight, trucking	
Gasoline, fuel, oil	
Insurance	
Interest	
Mortgage (paid to financial institutions) (Form 1098)	
Other	
Labor hired	
Pension and Profit Sharing Plan contributions	
Rent or lease	
Machinery & Equipment	
Other (Land, animals, etc.)	
Repairs, maintenance	
Seed, plants purchase	
Storage, warehousing	
Supplies purchased	
Taxes	
Utilities	
Veterinary fees, Medicine	
Other expenses (specify)	

IMPROVEMENTS, DEPRECIABLE LIVESTOCK, BUILDINGS & EQUIPMENT

List below the business property bought or the improvements made to existing property.

Item	Date	Amount

SALES OF DEPRECIABLE LIVESTOCK, PROPERTY & EQUIPMENT

List below the business property sold during the last year. (Business Property includes buildings & improvements, equipment & depreciable livestock)

Item	Date Acquired	Date Sold	Selling Price	Cost/Basis