

## Privacy Policy

We collect nonpublic information about you from the following sources:

- 1) Information we receive from you on applications, tax organizers, worksheets and other forms,
- 2) Information about your transactions with us, our affiliates or others and
- 3) Information we receive from a consumer reporting agency.

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as required by law.

We restrict access to nonpublic personal information about you to those members of our firm who need to know that information in order to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your non-public personal information.

## INCOME TAX RETURN

<b>Self</b>		<b>Spouse</b>	
Name _____	Name _____	Name _____	Name _____
Occupation _____	Occupation _____	Occupation _____	Occupation _____
SSN _____	Date of Birth _____	SSN _____	Date of Birth _____
Home Phone _____	Disabled <input type="checkbox"/>	Home Phone _____	Disabled <input type="checkbox"/>
Work Phone _____	Blind <input type="checkbox"/>	Work Phone _____	Blind <input type="checkbox"/>
Cell Phone _____	Best time to call _____	Cell Phone _____	Best time to call _____
Email _____	Fax _____	Email _____	Fax _____
Present Address _____		Zip Code _____ County _____	
Address on Last Year's Tax Return (if different) _____		Date Address Changed _____	

## Personal Income Tax Organizer and Deduction Finder<sup>®</sup>

✓

### CHECKLIST

**Items Your  
Tax Preparer  
Will Need**

- ☐ 1. Your completed *Personal Income Tax Organizer and Deduction Finder*.
- ☐ 2. All Forms W-2 (wages) and all Forms 1099 and 1098 (1099-INT for interest, 1099-DIV for dividends, 1099-B for sale of securities, 1099-R for annuities and pensions, 1099-R for IRA/Keogh or other retirement plan withdrawals, 1099-G for state tax refund, SSA-1099 for Social Security, 1099-G for unemployment compensation and 1099-MISC for commissions and fees, etc.). *Include all copies.*
- ☐ 3. Copies of returns (Schedules K-1) for partnerships, joint ventures, S corporations, estates or trusts. (See note below.)
- ☐ 4. If you sold real estate, stock or a mutual fund during the year, see STEP 2, Question 10.
- ☐ 5. If you acquired or refinanced a home or other property this year, bring in a copy of your closing statement.
- ☐ 6. If you are a new client, provide copies of last year's tax returns.

**Note:** You do not need item #3 above in order to make your tax appointment.  
These documents may be dropped off or mailed to your tax preparer at a later date.

**STEP 1**

**Filing Status:** ☐ Single ☐ Married Filing Jointly ☐ Surviving Widow(er) with dependent child ☐ Head of Household <sup>1</sup>  
☐ Married and Separate Return ☐ List Spouse's Name \_\_\_\_\_ Spouse's SSN \_\_\_\_\_  
**In year only:** ☐ Married (date: \_\_\_\_\_) ☐ Divorced (date: \_\_\_\_\_) ☐ Spouse Died (date: \_\_\_\_\_)

**Dependents**

Children living with you age 18 or younger, children age 19 – 23 attending school full time for at least five months during the year, or a permanently and totally disabled child.

1	Birthdate	SSN
2	Birthdate	SSN
3	Birthdate	SSN
4	Birthdate	SSN

**Other Dependents**

(relatives and/or members of household)

Relationship	Birthdate	Social Security #	Gross Income	# Months Resided in Your Home	% Support Rcvd. From You

- ☐ Check if you are a noncustodial parent claiming an exemption(s) for your child(ren) because the custodial parent released the exemption to you. (Provide Form 8332).
- ☐ Check if any of your dependent children have unearned income over \$850. Unearned income consists of interest, dividends, capital gains, etc.
- ☐ Check if your exemptions changed since last year. *Examples:* Births, deaths, adoptions, children you can no longer claim.
- ☐ Check if a person displaced by Hurricane Katrina lived rent free in your home for a period of at least 60 consecutive days. Provide name(s) and SSN(s).
- <sup>(1)</sup> If you were unmarried (or considered unmarried) at the end of the tax year, and you maintained a home that for more than half of the tax year is the principal home of your qualifying child, you may be eligible for Head of Household filing status. If you are married, you may be considered unmarried for this purpose if your spouse did not live in your home during the last six months of the tax year. If maintaining the household of a parent, the parent does not need to live with you to qualify.

**STEP 2**

**The following items may affect your tax return. Please answer carefully.**


**YES NO**

- ☐ Did you pay or receive (circle one) alimony during \_\_\_\_\_? Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Amount \$ \_\_\_\_\_
- ☐ Do you own any securities or hold any debts that became worthless during the year? Provide details.
- ☐ Were any stock options granted to you by your employer, or did you exercise any stock options in \_\_\_\_\_?
- ☐ Are you a National Guard member or an Armed Forces reservist and travel more than 100 miles and stay overnight to fulfill duty? If yes, provide details.
- ☐ Did you move because of a job change? Provide details for a possible moving expense deduction.
- ☐ Did you have a retirement plan withdrawal, rollover or lump-sum distribution in \_\_\_\_\_? If yes, provide Forms 1099-R.
- ☐ If either you or your spouse is age 70½ or older, are you taking required minimum retirement plan distributions?
- ☐ Did you contribute to an IRA, Roth IRA or self-employed retirement plan for \_\_\_\_\_? (Circle one.) Self \$ \_\_\_\_\_ Spouse \$ \_\_\_\_\_
- ☐ Are you interested in making additional contributions to a retirement plan? (See Tax Tips 3, 4 and 5.)
- ☐ Do you or your spouse participate in an employer's retirement plan? Self: Yes ☐ No ☐ Spouse: Yes ☐ No ☐
- ☐ Are you a teacher and if so, did you incur out-of-pocket classroom costs? Amount \$ \_\_\_\_\_
- ☐ Did you pay child care costs for a dependent child under age 13, or costs of caring for a handicapped individual, so you could work, attend school or look for a job? If yes, provide the amounts paid for each dependent and the names, addresses and taxpayer identification numbers of the care providers. Also, show how much, if any, was reimbursed by an employer dependent care plan: \$ \_\_\_\_\_ (See Tax Tip 13.)
- ☐ Did you incur any expenses in \_\_\_\_\_ associated with the adoption of a child? If yes, provide details.
- ☐ Did you purchase a hybrid vehicle or a alternative fuel source vehicle in \_\_\_\_\_? Provide details. (See Tax Tip 16)
- ☐ Did you receive any tips during the year? If yes, were all tips reported to your employer? (See Tax Tip 11.)
- ☐ Did you pay any individual \$1,500 or more to perform household services during the year, such as babysitting, cleaning, cooking or gardening?
- ☐ Did you refinance your home mortgage during \_\_\_\_\_? Provide closing papers.
- ☐ Did you have any out-of-pocket expenses associated with your job? Provide amounts and details. For employment-related travel or transportation expenses, complete STEP 8. **Note:** Traveling to and from work is nondeductible commuting.
- ☐ Do you have income from a foreign investment, such as interest from a foreign bank account or pay any foreign taxes? If yes, provide details.
- ☐ Did you have an interest in or a signature or other authority over a foreign financial account (including a trust)?
- ☐ Did you reside in an area affected by any of the \_\_\_\_\_ hurricanes or a \_\_\_\_\_ natural disaster? Describe \_\_\_\_\_
- ☐ During \_\_\_\_\_, were there any changes to federal or state returns filed in prior years? Provide details.
- ☐ Do you and/or your spouse want to designate \$3 to the Presidential Election Campaign Fund? (Does not change amount due or refund.)
- ☐ Do you want to allow your preparer or another individual to discuss your federal return with the IRS? Provide name/phone of individual if not preparer.
- ☐ Do you expect a substantial change in income or deductions next year? Describe \_\_\_\_\_
- ☐ Did you make gifts totaling more than \$12,000 to any individual during the year? If so, provide details (gift, recipient's name, address and relationship to you).



**STEP 8****Employee and Self-Employed****Travel, Meals and Entertainment Expenses**

Number of days away from home:

Use Correct Column 	Employee	Self-Employed	Rentals
Airplane, Train, Taxi, Auto Rental, Tips			
Meals and Entertainment			
Lodging			
Telephone			
Cleaning and Laundry			
Baggage and Shipping			
Other			
Other			
Other			

**Reimbursements**

- 1) Were you reimbursed for any of the above expenses? ☐ Yes ☐ No
- 2) If yes, is the reimbursement included in your Form W-2? ☐ Yes ☐ No

**Adjustments to AGI for the Self-Employed**

Health insurance premiums paid \*

Contributions made to a Health Savings Account

Contributions made to SEP or SIMPLE Plan

\* Do not include if self-employed person or spouse is eligible to participate under an employer's plan.

**Employee/Self-Employed Tax Tips**

- A) Equipment Expensing Election.** Up to \$108,000 of qualifying business equipment purchased in \_\_\_\_\_ may be expensed currently in lieu of depreciation. (Separate limits apply to business autos and SUVs.)
- B) Business Use of Home Deduction.** If an area of the home is used regularly and exclusively for business, a deduction for a portion of mortgage interest, taxes, insurance, utilities and depreciation may be allowed. If business use of the home is established, a mileage deduction for travel between home and other job locations may be allowed. Special rules apply for inventory storage and daycare.
- C) Per Diem Meal Rates.** In lieu of using actual expenses incurred for meals and incidental expenses, self-employed individuals and employees may deduct per diem amounts equal to or less than IRS-approved rates. The rate for meals and incidental expenses (M&IE) depend on location. Provide detailed list of dates and locations of business travel.
- D) Auto Loan Interest.** Self-employed taxpayers are allowed a deduction for the business portion of auto loan interest. **Note:** Business portion of auto loan interest for an employee is considered nondeductible personal interest.
- E) Self-Employed Health Insurance Deduction.** Up to 100% of health insurance premiums may be deducted. The deduction is not allowed for any month that the self-employed individual or his or her spouse is eligible to participate in a subsidized health plan maintained by an employer.
- F) Health Savings Accounts (HSAs).** Self-employed individuals and employees covered by a high deductible health plan (deductible between \$1,050 and \$5,250 for individual coverage and between \$2,100 and \$10,500 for family coverage) can make deductible contributions to HSAs. For self-only coverage, contributions are limited to the lesser of the plan deductible or \$2,700 (\$3,400 if age 55 or older). For family coverage, contributions are limited to the lesser of the plan deductible or \$5,450 (\$6,150 if age 55 or older). HSA distributions are tax and penalty free if used for qualified medical expenses.
- G) Simplified Employee Pension (SEP-IRA) and SIMPLE Plans.** Employers can make a tax-deductible contribution to an employee's SEP-IRA. The contribution is limited to 25% of wages up to a maximum contribution of \$44,000. Employer contributions are not included in the employee's current taxable wages. Self-employed individuals may contribute up to 20% of net self employment (SE) income (after deduction for SE tax) limited to a maximum contribution of \$44,000. SEP-IRAs must be established by the due date of the return (including extensions). Savings Incentive Match Plans for Employees (SIMPLE), which involve different limitations, are also an option for small businesses but unlike SEP-IRAs, they must be established by October 1 of the tax year.

**Vehicle Expense**

- Travel expenses between home and a temporary work location *within* your metropolitan area are not deductible unless one of two tests are met: (1) you have one or more regular work locations away from your home or (2) you qualify for a business use of home deduction.
- A work location is considered temporary if employment is expected to last and actually does last for one year or less. Commuting expenses for going between the taxpayer's home and a temporary work location *outside* the metropolitan area where the taxpayer lives and normally works are deductible.
- Taxpayers claiming deductions for any business use of vehicles must divide the expenses as follows: personal portion, commuting portion and deductible business-use portion. See mileage breakdown below.
- There are two methods to determine the deduction for automobiles and trucks used for business: (1) actual expenses, or (2) standard mileage rate of 44.5¢ per mile. You may claim the standard mileage method whether you own or lease your vehicle.
- For each vehicle used for business, complete lines 1 – 6. If you use standard mileage allowance, ignore lines 7 – 14. If you purchased a vehicle this year and *do not* use standard mileage allowance, provide a copy of the sales invoice.
- Certain Hybrid and other Alternative Fuel Vehicles are eligible for a tax credit. Please indicate on Line 3, if you have purchased such a vehicle. (Tax Tip 16)

Vehicle	#1	#2
1) Total miles driven this year		
2) Mileage breakdown of (1) above:	Business	
	Commuting	
	Personal	
3) Description of Vehicle		
4) Date Vehicle was First Used for Business		
5) Cost Basis =	\$	\$
Less Trade-In =	<	> <
Net Price =		
Plus Sales Tax =		
Total Cost =		
or Lease Payments =		
6) Interest Paid on Vehicle		
7) Parking and Tolls		
8) Gasoline, Oil, Lubrication		
9) Repairs, Maintenance, Car Washes		
10) Tires and Supplies		
11) Insurance		
12) Tags and Licenses		
13) Garage Rent		
14) Other		

**Questions for All Taxpayers Claiming Vehicle Expenses:**

- 1) Do you have evidence to support your deduction? ☐ Yes ☐ No
- 2) If yes, is the evidence written? ☐ Yes ☐ No
- 3) Do you (or your spouse) have another vehicle available for personal use? ☐ Yes ☐ No
- 4) Do you have an employer-provided vehicle that is available for personal use? ☐ Yes ☐ No
- 5) Were you reimbursed for any of above auto expenses? ☐ Yes ☐ No
- 6) If yes, is the reimbursement included in your Form W-2? ☐ Yes ☐ No

**Recordkeeping:** Your vehicle expenses will not be allowed by the IRS without adequate records or sufficient evidence verifying business use. Daily records provide the best protection in case of an audit.

**STEP 9****Education Expenses**

Include information about education expenses incurred for you, your spouse or your dependents.

Student's Name	Education Purpose (degree seeking, job related)	Name of Institution	Type of Expense (tuition, books, fees, student loan interest)	Amount Paid	Paid by Whom?	First two years of college? Yes or No

**STEP 10****Personal Residence Energy Efficiency Expenditures**

Did you make any improvements to your principal residence during the year to increase energy efficiency such as solar energy systems, fuel cells, insulation, exterior windows, including skylights, exterior doors, metal roof coated with heat-reduction pigments, qualified electric heat pump, electric heat pump water heater, geothermal heat pump, central air conditioning or natural gas, propane or oil water heaters? To qualify for the energy tax credit, the manufacturer must certify that the property meets the IRS requirements to claim the credit (ENERGY STAR label, IECC, etc.).

Description of Improvement/Expenditure	Date Place in Service	Amount

**STEP 11****2006 Estimated Tax Payments<sup>1</sup>**

	Federal	Date Paid	State	Date Paid	Notes:
Amount applied from refund, if any:	\$		\$		<sup>1</sup> Do not include withholding from Forms W-2 or 1099 in estimated tax payments shown here. <sup>2</sup> Do not include balance due from prior year in the First Quarter reporting.
First Quarter <sup>2</sup>					
Second Quarter					
Third Quarter					
Fourth Quarter					
Total 2006 Estimates					

**STEP 12****Tax Refund—Direct Deposit Information**

If you are expecting a 2006 federal tax refund, the refund can be routed to up to three of your checking or savings accounts. If you prefer a direct deposit, please complete the following information, otherwise a refund check will be mailed to you at the address on your tax return. (Tax refunds may also be directly deposited to your IRA, Health Savings Account, Archer MSA or Education Savings Account.)

Type of Account (Checking or Savings)	Routing Number (Nine digits)	Account Number	Percent of Refund

**Sample check:**

**Note:** The routing and account numbers may be in different places on your check.

JEFFREY MAPLE  
SUZANNE MAPLE  
123 Pear Lane  
Anyplace, VA 20000

PAY TO THE  
ORDER OF

ANYPLACE BANK  
Anyplace, VA 20000

For

1234  
15-00000000

DOLLARS

Do not include the check number.

Routing number: 250250025  
Account number: 202020186

1234



**STEP 13 Itemized Deductions (Round all figures to the nearest dollar, and do not add any columns)**

**Note:** Complete STEP 13 only if you think your total itemized deductions might exceed the IRS standard deduction for your filing status (see below).

**Standard Deduction**

<b>Filing Status</b>	<b>Standard Deduction</b>		<b>Add for Blind and/or Over 65</b>
Married Filing Jointly or Widow(er).....	\$ 10,300	+	\$ 1,000
Single.....	5,150		1,250
Head of Household.....	7,550		1,250
Married Filing Separately.....	5,150		1,000

**Medical Expenses**

**Deductible only if net cost exceeds 7.5% of Adjusted Gross Income (AGI)**

**Note:** Do *not* include amounts paid for or reimbursed by insurance or health insurance premiums paid with pre-tax income.

Did you pay medical expenses for a person you cannot claim as a dependent?

☐ Yes ☐ No If yes, ask your tax preparer.

Hospitalization and Health Insurance Premiums  
Include after-tax amounts paid or withheld at work (Tax Tip 17)

Medicare Insurance Premiums Paid (Form SSA-1099)

Long-Term Care Insurance Premiums (Tax Tip 18)

Vision Insurance

Dental Insurance

Prescribed Drugs and Insulin

Doctors and Clinics

Dentists and Orthodontists

Glasses, Contact Lenses, Eye Exams, Laser Eye Surgery

Hospitals, Nurses, Ambulance

Nursing or Long-Term Care Facility

Medical Transportation (taxi, bus, ambulance, etc.)

Other (please detail)

Other (please detail)

Other (please detail)

Medical Miles incurred:

Miles @ 18¢ = \_\_\_\_\_ + Parking \_\_\_\_\_

Lodging While Obtaining Medical Treatment

Limited to \$50 per night, per person

**Taxes**

State and Local Income Taxes Withheld

State and Local Income Taxes Paid in for Tax Year

State and Local Income Taxes Paid in for Prior Tax Years

State and Local Sales Tax Paid for Major Purchases

Federal Income Taxes Paid in for Prior Tax Years

Not an itemized deduction for federal but is for some states

Real Estate Taxes—Homestead (less special assessments)

Other Real Estate Taxes (second home, cabin, etc.)

Property Tax Refund

Special Assessments—Interest Portion Only (Tax Tip 19)

Personal Property Taxes (auto license tags, etc.)

**Casualty Loss**

Auto Accident, Fire, Theft, Storm, etc. Deductible only if your combined net loss after insurance claim exceeds 10% of AGI. Provide details. (Tax Tip 24)

**Interest Paid**

**Primary Residence**

**Second Home, Cabin**

First Mortgage Interest **\*Provide Forms 1098**

\*Second Mortgage <sup>1</sup>

\*Home Equity/Home Improvement Loan

Loan Points (Tax Tip 20)

Points Amortization

Seller-Financed Mortgage *Must list name/address/SSN*

Name:

SSN:

Address:

Investment Interest Paid (Tax Tip 29)

<sup>1</sup> Interest on a boat or recreation vehicle may be deductible as home mortgage interest if it has basic living accommodations.

**Contributions**

*Use separate sheet if needed (Tax Tip 21)*

Cash:

*Include payroll deductions*

Churches or Synagogues

United Way

Other:

Other:

Other:

Other:

Other:

Out-of-Pocket Expenses for Charitable Work

Noncash:

\*Fair Market Value of Items Given to Charities

If over \$500, provide documentation (Tax Tips 22 and 23)

If a vehicle, boat or airplane donation over \$500, provide Form 1098-C.

Charitable Miles (not Katrina-related) \_\_\_\_\_ Miles @ 14¢ =

Hurricane Katrina Relief Charitable Mileage incurred:

Miles @ 32¢ = \_\_\_\_\_ Total =

Other

**Miscellaneous**

**Do Not Duplicate STEP 8**

**Deductible only if total exceeds 2% of AGI**

Unreimbursed employee business expenses (e.g., union dues, tools and supplies, special uniforms and safety equipment, professional dues and subscriptions, job-related education—see Tax Tips 1, 2 and 25). List items on separate sheet. See STEP 8 for automobile expenses and travel and entertainment.

Job-Seeking Expenses in Same Field (Tax Tip 26)

Travel/Air Fare/Lodging ..... \$ \_\_\_\_\_

Meals ..... \$ \_\_\_\_\_

Employment Agency Fees ..... \$ \_\_\_\_\_

Resume \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Total =

Tax Prep, Financial Planning/Consultation Fees (Tax Tip 27)

Investment Expenses (Tax Tip 28)

Phone/Postage/Supplies for Investments ..... \$ \_\_\_\_\_

Safe Deposit Box ..... \$ \_\_\_\_\_

Investment Publications and Journals ..... \$ \_\_\_\_\_

IRA and Keogh Fees You Paid Directly ..... \$ \_\_\_\_\_

Total =

Gambling Losses

Limited to Total Gambling Winnings

Other

Other

Other

Other

Other

## Tax Tips for All Taxpayers

1. A nonrefundable Hope Scholarship tax credit (\$1,650 maximum) available on a per-student, per-year basis for each of the first two years of qualified post-secondary tuition and fees (but not books or room and board). Subject to a phase-out based on adjusted gross income (AGI). Lifetime learning credit (maximum nonrefundable \$2,000 tax credit) is available for post-secondary educational expenses. Generally, the lifetime learning credit is subject to the same limitations as the Hope scholarship credit with the following exceptions: (1) the credit is per taxpayer per year (does not vary with the number of students in a taxpayer's household), (2) the credit is available for an unlimited number of years, and (3) the credit is available for undergraduate, graduate, professional degree and other students acquiring or improving job skills enrolled in one or more courses.
2. You can deduct up to \$2,500 of interest on qualified education loans for college or vocational school expenses, even if you do not itemize deductions. Deduction is phased out based on AGI.
3. Nondeductible contributions up to \$4,000 (\$5,000 if 50 or older) can be made to a Roth IRA. Distributions, including earnings, are tax free when certain requirements are met. The contribution limit is subject to an AGI-based phase-out.
4. An IRA deduction up to \$4,000 (\$5,000 if 50 or older) is available to all taxpayers who are not covered by an employer-sponsored retirement plan. Taxpayers covered by an employer plan may be eligible for a full or partial deduction, depending on their AGI.
5. If only one spouse has compensation, a spousal IRA can be set up for the nonworking spouse. Each spouse (working and nonworking) may contribute up to \$4,000 or \$5,000 (if age 50 or older).
6. Exceptions apply to the 10% penalty for early withdrawals from an IRA if the funds are used for: (1) medical expenses in excess of 7.5% of AGI, (2) certain qualified educational expenses, (3) a first-time home purchase for distributions of up to \$10,000 or (4) medical insurance for those who are unemployed for at least 12 weeks.  
**Note:** IRA withdrawals are still subject to regular income tax.
7. A gain exclusion up to \$250,000 (\$500,000 if married and filing jointly) is available for sale of a principal residence if the taxpayer(s) owned and occupied the residence for two years of the five-year period ending on date of sale.
8. Interest on certain Series EE savings bonds issued after 1989 are tax exempt if proceeds are used for qualified educational expenses of a taxpayer, spouse or dependent.
9. Keep receipts supporting tax deductions at least four years.
10. Improvement costs may reduce taxable profit upon sale of property. Keep records of improvement costs made to all real estate property at least four years after the property is sold.
11. If "allocated tips" are listed on year-end Form W-2, the amount will be subject to both Social Security and income tax unless records (tip log) verify that a lesser amount was actually received.
12. If stock or mutual fund dividends are automatically reinvested instead of received in cash, maintain good records of all reinvested dividends each year. These reinvestments will increase your cost basis, and reduce gain or increase loss upon sale.
13. Child care expense credit allows up to a 35% tax credit on up to \$3,000 of child care costs paid for one dependent or \$6,000 for two or more dependents.
14. Taxpayers who attained age 50 prior to January 1, 1986, (born before 1936) and receive a lump-sum distribution from a pension plan or profit-sharing plan may utilize a tax-saving method with 10-year averaging. Ask your tax advisor.

15. Taxpayers investing in certain types of passive business activities (such as limited partnerships) are limited in the amount of loss they can claim to offset other types of income. However, a taxpayer who actively participates in a rental real estate activity can apply up to \$25,000 in rental losses against other sources of income—subject to a phase-out rule.
16. Purchasers of so-called hybrid (gas-electric) and other alternative fueled vehicles are eligible for a special tax credit of up to \$3,400.

## Tax Tips for Taxpayers Itemizing

17. Insurance policies that cover medical costs are deductible. Disability and loss of income insurance are not deductible.
18. Qualified long-term care insurance premiums are deductible subject to age and dollar limits: Age 40 or less, \$280; ages 41 to 50, \$530; ages 51 to 60, \$1,060; ages 61 to 70, \$2,830; ages 71 and up, \$3,530.
19. Special assessments paid on your property are normally not allowed as a current deduction in addition to the real estate tax deduction. But, the interest portion of the special assessments can be deducted as a tax.
20. Loan origination fees, commonly called points, are deductible as interest by a buyer of a new principal residence. Homebuyers are also allowed to deduct seller-paid points. Points paid on refinancing an existing residence must be deducted over the life of the mortgage.
21. Charitable contributions of \$250 or more in any one day to any one organization must have written substantiation from the organization. A cancelled check is not sufficient to support the deduction.
22. When making contributions of used furniture, appliances and clothing to nonprofit organizations, request a receipt from the organization. Attach a record of the items donated to the receipt for proof of this deductible contribution. Contributions after August 17, 2006, must be in good or better condition to be deductible.
23. Taxpayers who own appreciated stocks or bonds can take advantage of certain tax-saving methods by donating the securities to churches or other nonprofit organizations.
24. If you experienced a casualty loss (flood, fire, theft, etc.) which exceeds 10% of AGI, your tax preparer will explain what information is required to determine your deductible loss, if any.
25. Expenses incurred for education for improving your skills for your present job or maintaining your job may be deducted. Seminars, tuition, books and some travel expenses can be deducted. Travel as a "form of education" is not deductible. *Example:* French teacher travels to France to maintain general familiarity with the French language and culture—not deductible. However, see Tax Tip 1 for education costs that are deductible even when not job related.
26. Job-seeking costs in the same field of employment are deductible. Successful job placement is not necessary.
27. Part of a legal fee incurred in a divorce or an estate plan may be deductible if it is for advice on the tax consequences. Have your attorney clearly indicate how much of the fee is for tax advice.
28. Expenses incurred for attending conventions, seminars or other meetings which give investment advice to taxpayers are not deductible.
29. Investment interest (land, stock margin account, etc.) is deductible only to the extent of net investment income for the year. Net investment income includes dividends, interest, royalties and short-term capital gains.

Taxpayer: \_\_\_\_\_

## Taxpayer Instructions—Items checked ☒ apply to you.

### IRA/SEP/SIMPLE/HSA

- ☐ IRA amounts deducted on \_\_\_\_\_ return: for You \$ \_\_\_\_\_, for Spouse \$ \_\_\_\_\_.  
ALL payments to IRAs must be made by April 16, \_\_\_\_\_. (No Extensions)
- ☐ SEP/Keogh/SIMPLE amounts deducted on \_\_\_\_\_ return: for You \$ \_\_\_\_\_, for Spouse \$ \_\_\_\_\_.  
SEP, Keogh and SIMPLE payments must be deposited by due date of the tax return. (Including Extensions)
- ☐ Health Savings Account (HSA) amounts deducted on \_\_\_\_\_ return: for You \$ \_\_\_\_\_, for Family \$ \_\_\_\_\_.  
All payments to HSAs must be made by April 16, \_\_\_\_\_. (No Extensions)

### Federal Tax Return

- ☐ Your federal tax return shows an overpayment of \$ \_\_\_\_\_. Of this amount, \$ \_\_\_\_\_ has been applied toward your estimated tax payments for \_\_\_\_\_, \$ \_\_\_\_\_ will be directly deposited to your \_\_\_\_\_ account, and \$ \_\_\_\_\_ will be refunded to you.
- ☐ You have to pay a balance due of \$ \_\_\_\_\_. All federal checks are to be made payable to "United States Treasury."
- ☐ If checked, you will be billed separately by the IRS for any interest and/or penalty.
- ☒ Mail by April 16, \_\_\_\_\_.

### State Tax Return

- ☐ Your state tax return shows an overpayment of \$ \_\_\_\_\_. Of this amount, \$ \_\_\_\_\_ has been applied toward your estimated tax payments for \_\_\_\_\_, and \$ \_\_\_\_\_ will be refunded to you.
- ☐ You have to pay a balance due of \$ \_\_\_\_\_. Make check payable to \_\_\_\_\_.
- ☐ If checked, you will be billed separately by the state for any interest and/or penalty.
- ☒ Mail by \_\_\_\_\_.

### Estimated Taxes

- ☐ You must pay \_\_\_\_\_ estimated taxes according to payment schedule provided below.

### Other Instructions:

- Use the payment vouchers supplied by federal and state taxing authorities, if applicable.
- Returns must be signed before mailing.
- On all checks or payments, enter the year and form number of the return, your Social Security number and a daytime phone number.

## Estimated Tax Payments—Instructions and record of payments<sup>1</sup>

Worksheet	Federal	State
Estimated Tax Liability for	\$ _____	\$ _____
Estimated Tax Withholding from Wages <sup>2</sup>	< _____ >	< _____ >
Amount Credited From _____ Return	< _____ >	< _____ >
Total Additional Amount to Be Paid in Estimates	\$ _____	\$ _____

Federal Payment Record <sup>4</sup>				State Payment Record <sup>4</sup>			
Date Due	Amount	Check Number	Date Sent	Date Due	Amount	Check Number	Date Sent
April 16,	\$ _____			April 16,	\$ _____		
June 15,				June 15,			
September 17,				September 17,			
January 15,				January 15,			

### Notes:

<sup>1</sup> If your income or deductions change significantly, these estimates can be revised at any time during the year.

<sup>2</sup> If your tax withholdings for the year are less than estimated, your estimated payments may need to be adjusted.

<sup>3</sup> If you itemize deductions for federal purposes, it is usually to your advantage to send your last state estimate payment in December instead of January.

<sup>4</sup> Use the vouchers supplied by federal and state taxing authorities, if possible.