

2010 INCOME TAX RETURN

SELF		SPOUSE	
Name _____	Name _____	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[®]

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CHECKLIST

**Documents
Needed**

- 1) Your completed *Personal Income Tax Organizer and Deduction Finder*[®].
- 2) All Forms W-2 (wages) and Forms 1099 and 1098 (such as 1099-INT for interest, 1099-DIV for dividends, 1099-B for sale of securities, 1099-R for annuities, pensions and IRA or other retirement plan withdrawals, 1099-G for state tax refunds, 1099-S for real estate sales, SSA-1099 for Social Security, 1099-G for unemployment compensation and 1099-MISC for commissions and fees, etc.). *Include all copies.*
- 3) Copies of 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 4.
- 5) If you acquired or refinanced a home or other property in 2010, bring in a copy of the closing statement.
- 6) If you are a new client, provide copies of tax returns for 2007, 2008 and 2009.

 **Note:** You do not need item #3 above in order to make your tax appointment.
You can provide these documents to us at a later date.

STEP 1
Filing Status: Single Married Filing Joint Qualifying Widow(er)¹ Head of Household² Married Filing Separate

In year 2010 only: Married (date: _____) Divorced (date: _____) Spouse Died (date: _____)
Dependents (See Tax Tip 1)

Children living with you age 18 or younger (age 19–23 if attending school full time for at least five months during the year) who did not provide more than half of their own support 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 #

2010
Gross Income# Months Resided
in Your Home in
2010% Support Rcvd
From You
 Check if you are divorced and either signed or received Form 8332 (release of exemption for child). (Provide Form 8332.)

 Check if any of your dependent children have unearned income over \$950. Unearned income consists of interest, dividends, capital gains, etc.

¹ All of the following must apply: your spouse died in 2008 or 2009; in that year you qualified to file jointly; you did not remarry before January 1, 2011 and you paid over half the cost of maintaining your home, which was your dependent child's (or stepchild's) main home for the entire year.

² Must be unmarried (or considered unmarried) at the end of the tax year, and maintain a home that for more than half of the tax year is the principal home of a qualifying person (generally your child or relative). You may be considered unmarried 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.**
These questions pertain to calendar year 2010 unless otherwise noted. If married filing jointly, questions apply to you and your spouse.

1. Y <input type="radio"/> N <input type="radio"/>	Did you pay or receive alimony? Do not include child support.	(Select one.)	Pay <input type="radio"/>	Receive <input type="radio"/>
	To/From: Name _____ Social Security Number _____		Amount \$ _____	
2. Y <input type="radio"/> N <input type="radio"/>	Do you own any securities or hold any debts that became worthless during the year? If yes, provide details.			
3. Y <input type="radio"/> N <input type="radio"/>	Were any stock options granted to you by your employer, or did you exercise any stock options? If yes, provide details.			
4. Y <input type="radio"/> N <input type="radio"/>	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.			
5. Y <input type="radio"/> N <input type="radio"/>	Did you move because of a job change? Provide details for a possible moving expense deduction.			
6. Y <input type="radio"/> N <input type="radio"/>	Did you (or do you plan to before April 18, 2011) contribute to a traditional IRA or Roth IRA for 2010?			
	Self: Traditional IRA \$ _____	Roth IRA \$ _____	Spouse: Traditional IRA \$ _____	Roth IRA \$ _____
7. Y <input type="radio"/> N <input type="radio"/>	Are you interested in making additional contributions to a retirement plan? (See Tax Tips 4, 5 and 6.)			
8. Y <input type="radio"/> N <input type="radio"/>	Are you a teacher?	If yes, did you incur out-of-pocket classroom costs? Amount \$ _____		
9. Y <input type="radio"/> N <input type="radio"/>	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 14.)			
10. Y <input type="radio"/> N <input type="radio"/>	Did you incur any expenses associated with the adoption of a child?	If yes, provide details: _____		
11. Y <input type="radio"/> N <input type="radio"/>	Did you purchase a new hybrid or advanced lean-burn vehicle or a plug-in electric vehicle? If yes, provide make, model and date of purchase. If a low-speed, or a 2 or 3-wheeled vehicle, also provide cost. (See Tax Tip 17.)			
12. Y <input type="radio"/> N <input type="radio"/>	Did you purchase a new car, truck, motorcycle or motor home after February 16, 2009, and before January 1, 2010, and pay state or local sales or excise tax in 2010? If so, provide a copy of your sales invoice or contract.			
13. Y <input type="radio"/> N <input type="radio"/>	Did you receive any tips during the year?	If yes, were all tips reported to your employer? (See Tax Tip 13.) Yes <input type="radio"/> No <input type="radio"/>		
14. Y <input type="radio"/> N <input type="radio"/>	Did you pay any individual \$1,700 or more to perform household services during the year, such as babysitting, cleaning, cooking or gardening?			
15. Y <input type="radio"/> N <input type="radio"/>	Were there any changes to federal or state returns filed in prior years? If yes, provide copies of the changes or correspondence received.			
16. Y <input type="radio"/> N <input type="radio"/>	Was any debt on your principal residence reduced or forgiven? If yes, provide details. (See Tax Tip 18.)			
17. Y <input type="radio"/> N <input type="radio"/>	Do you and/or your spouse want to designate \$3 to the Presidential Election Campaign Fund? (Does not change amount due or refund.)			
18. Y <input type="radio"/> N <input type="radio"/>	Do you or your spouse want to allow your preparer or another individual to discuss your federal return with the IRS? Provide name/phone of individual if not preparer.			
19. Y <input type="radio"/> N <input type="radio"/>	Did you or your spouse receive an economic recovery payment from the Social Security Administration?	Amount: Taxpayer \$ _____	Spouse \$ _____	
20. Y <input type="radio"/> N <input type="radio"/>	Did you receive COBRA premium assistance (reduced premium payments)?	If so, provide amount: \$ _____		
21. Y <input type="radio"/> N <input type="radio"/>	Did you or your spouse have a financial interest in or signature or other authority over a foreign financial account (such as a bank or securities account)?			
	If yes, enter the name of the foreign country. _____			
22. Y <input type="radio"/> N <input type="radio"/>	Did you receive a distribution from, or were you the grantor of, or a transferor to, a foreign trust?			
23. Y <input type="radio"/> N <input type="radio"/>	Did you (or your spouse) make gifts totaling more than \$13,000 to any individual during the year? If so, provide details.			
	Gift: _____	Recipient's Name: _____	Relationship to You: _____	Address: _____

STEP 3	Income (Round all figures to nearest dollar)		STEP 5	Self-Employed Income (See STEPs 7-8)	
Wages—Provide ALL Copies of Forms W-2			Business Activity/Product: _____		
Number of Employers (W-2s) (Number only. No amounts.) for: Self _____ Spouse _____			Business Name: _____		
Dividend and Interest Income			Gross Receipts (Provide all Forms 1099.)..... \$ _____		
Provide all Forms 1099-INT, 1099-DIV and 1099-OID. If you list interest and dividends on a separate sheet, do not duplicate what's reported on the 1099s. See Tax Tip 9.			Inventory—Beginning of Year..... _____		
Installment Sale Payments Received			Merchandise Purchases (less Product for Personal Use).... _____		
Interest Portion = \$ _____ Principal Portion = \$ _____			Labor, Materials and Other Costs of Inventory..... _____		
Is payer a relative or related party? <input type="radio"/> Yes <input type="radio"/> No			Inventory—End of Year..... _____		
If payer uses property as a principal residence, provide payer's:			STEP 6		
Name _____			Rental Income (Tax Tip 16)		
Address _____			Property Address: (attach separate sheets if necessary) _____		
Social Security Number _____			Rents Received \$ _____		
Retirement Plan Distributions—			(List security deposits separately.) _____		
Pensions, Annuities, Rollovers, IRA, SEP, SIMPLE IRA, Keoghs, Lump-Sum Distributions or Other Retirement Plan Withdrawals			Number of days rented: _____ If a home, number of personal-use days: _____		
Provide copies of all Forms 1099-R received. Provide details of any distributions that were rolled over. See Tax Tips 7 and 15.			STEP 7		
Partnerships, Estates, Trusts and S Corporations			Self-Employed, Rental and Business Use of Home Expenses		
Provide all Schedules K-1 received for the tax year.			For business asset purchases or sales, provide a separate schedule listing dates of purchase or sale, purchase/sales price and description of property. Include copies of sales receipts or contracts if available. Do not duplicate in expenses below.		
Social Security or Railroad Retirement Benefits			Do you qualify for business use of home? <input type="radio"/> Yes <input type="radio"/> No		
Provide Forms SSA-1099 or RRB-1099.			(See Employee/Self-Employed Tax Tip B on next page.)		
Other Income—Provide all Forms 1099, etc.			If yes, business use area (sq. ft.) _____ Total area of home (sq. ft.) _____		
Bartering Income \$ _____			Use Correct Column		
Bonuses and Prizes not reported on Form W-2 (Explain)			Self-Employed		
Cancellation of Debt (Form 1099-A or 1099-C).....			Business Use of Home (100%)		
Commissions and Fees (Not reported in STEP 5)			Rental		
Disability Income not included on Form W-2 (taxable).....			Advertising..... \$ _____ XXXXX \$ _____		
Education Savings Account or 529 Plan Withdrawals (Form 1099-Q)			Association Dues..... _____		
Farm Income (List income and expenses on separate sheet.)....			Auto, Travel, Meals and Entertainment -----See STEP 8-----		
Federal Income Tax Refund (for state tax purposes)			Bank Charges..... XXXXX		
Gambling/Lottery Winnings			Business Phone/Long Distance Calls..... XXXXX		
Health or Medical Savings Account Withdrawals (Form 1099-SA).....			Commissions and Fees Paid..... XXXXX		
Jury Duty—Election Board Fees			Contract Labor..... XXXXX		
Scholarships (Form 1098-T).....			Employee Benefit Programs..... XXXXX		
State Income Tax Refund (Form 1099-G)			General Office Supplies & Expenses XXXXX		
Tips and Gratuities not reported on Form W-2 (Tax Tip 13)			Insurance (not including health)		
Unemployment Compensation (Form 1099-G)			Interest • Mortgage (Form 1098).....		
Veterans' Pension and Disability			• Other Interest..... XXXXX		
Workers' Compensation			Legal and Other Professional Fees..... XXXXX		
Other (Attach separate sheets if necessary.)			Management Fees/Caretaker.....		
STEP 4			Pension/Profit-Sharing Plan Contributions Made for Employees XXXXX		
Asset Sales and Exchanges			Postage and Freight..... XXXXX		
Provide the following information about sales of stock, mutual funds, real estate (including personal residence—see Tax Tip 8) or other property along with Forms 1099-B, 1099-S, closing statement or other supporting information. Attach separate sheet if necessary.			Professional Dues and Publications..... XXXXX		
Asset #1 Asset #2			Rent Paid • Vehicles, Machinery and Equipment _____		
Description of Property			• Other Business Property		
Date Acquired.....			Repairs & Maintenance		
Date Sold.....			Supplies (including small hand tools)..... XXXXX		
Sales Price \$ _____ \$ _____			Taxes • Real Estate.....		
Basis (See Tax Tips 11 and 12).....			• Other.....		
Expenses of Sale.....			Utilities: Electric _____ Heat _____		
			Water, Sewer, Trash _____		
			Other _____ Total: 0		
			Wages Paid XXXXX		
			Other Expenses (provide list)		

STEP 8		Employee and Self-Employed			Vehicle Expense		
Travel and Entertainment Expenses					<ul style="list-style-type: none"> • Travel expenses between home and a temporary work location <i>within</i> your metropolitan area are not deductible unless one of two tests are met: <ol style="list-style-type: none"> 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 <i>outside</i> the metropolitan area where the taxpayer lives and normally works are deductible. • There are two methods to determine the deduction for automobiles and trucks used for business: (1) actual expenses or (2) standard mileage rate of 50¢ 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 8–14. If you purchased a vehicle this year and <i>do not</i> use standard mileage allowance, provide a copy of the sales invoice. 		
Travel expenses are deductible if you traveled away from home overnight on business. List on a separate sheet business meals and entertainment expenses you paid when not traveling. Include date, persons present and business purpose.							
<i>Use Correct Column</i>		Employee	Self-Employed	Rental Activity			
Travel:							
Airplane, Train, Taxi, Auto Rental, Tips		\$ _____	\$ _____	\$ _____			
Meals (See C below)		_____	_____	_____			
Lodging.....		_____	_____	_____			
Telephone.....		_____	_____	_____			
Cleaning and Laundry		_____	_____	_____			
Baggage and Shipping		_____	_____	_____			
Other: _____		_____	_____	_____			
Entertainment (total)		_____	_____	_____			
Reimbursements							
1) Were you reimbursed for any of the above expenses? <input type="radio"/> Yes <input type="radio"/> No							
2) If yes, provide details, including how reported on Form W-2.							
Adjustments for the Self-Employed							
Insurance premiums paid: Health \$ _____ Long-Term Care \$ _____ <i>Do not include if self-employed person is eligible to participate under any employer's plan. Report in STEP 14 instead. See D below.</i>							
Are you covered only by a high deductible health plan (HDHP)?							
If "yes," check the type of HDHP coverage							
Are you enrolled in Medicare?.....							
Contributions made to a Health Savings Account \$ _____ <i>Do not include transfers to the HSA from a flexible spending account or IRA.</i>							
Contributions made to your SEP, SIMPLE or qualified retirement plan \$ _____							
Employee/Self-Employed Tax Tips							
A) First-Year Expensing Election. Up to \$500,000 of qualifying business assets (including up to \$250,000 of qualified real property) purchased and placed in service in 2010 may be expensed currently. (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, other operating costs and depreciation 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 up to IRS-approved rates. The rates depend on location. Provide detailed list of dates and locations of business travel.							
D) Self-Employed Health Insurance Deduction. The deduction is not allowed for any month that the self-employed individual is eligible to participate in a subsidized health plan maintained by any employer. This rule is applied separately for policies that include long-term care. Premiums paid are for the self-employed individual, spouse, dependents and (effective March 30, 2010) children under age 27.							
E) Health Savings Accounts (HSAs). Self-employed individuals and employees covered by a high deductible health plan (deductible between \$1,200 and \$5,950 for individual coverage and between \$2,400 and \$11,900 for family coverage) can make deductible contributions to HSAs. For self-only coverage, contributions are limited to \$3,050 (\$4,050 if age 55 or older). For family coverage, contributions are limited to \$6,150 (\$7,150 if age 55 or older).							
F) Self-Employed Retirement Plans. Many retirement plans (funded with pre-tax dollars) are available to self-employed business owners. The deadlines for establishing a retirement plan vary. If you have employees, matching contributions may be required.							
G) Small Employer Health Insurance Credit. A credit is available to qualified small employers that pay health insurance premiums for employees. Premiums paid for the business owner and his family members don't qualify. Ask us for details.							
					1) Total miles driven this year	#1	#2
					2) Mileage breakdown of Business		
					(1) above: Commuting		
					Personal		
					3) Vehicle Description		
					4) Date Vehicle Was First Used for Business.....		
					5) Cost Basis =	\$ _____	\$ _____
					Less Trade-In =	< _____ >	< _____ >
					Net Price =	0	0
					Plus Sales Tax=		
					Total Cost =	0	0
					or Lease Payments =		
					6) Interest Paid on Vehicle Loan (Self-Employed Only).....		
					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 business use?	<input type="radio"/> Yes <input type="radio"/> No	
					2) If yes, is the evidence written?	<input type="radio"/> Yes <input type="radio"/> No	
					3) Do you (or your spouse) have another vehicle available for personal use?	<input type="radio"/> Yes <input type="radio"/> No	
					4) Do you have an employer-provided vehicle that is available for personal use?	<input type="radio"/> Yes <input type="radio"/> No	
					5) Were you reimbursed for any of above auto expenses?	<input type="radio"/> Yes <input type="radio"/> No	
					6) If yes, is the reimbursement included in your Form W-2?	<input type="radio"/> Yes <input type="radio"/> 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 (Attach Forms 1098-E and 1098-T)

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 (See Tax Tip 2 and 3)	Amount Paid	Paid By Whom?	Student's Grade or Year in College
				\$		

STEP 10 Energy-Efficient Home Improvements

STEP 11 New Home

Did you make any energy-efficient improvements to your principal residence during the year, such as solar electric property, fuel cells, solar water heating, geothermal heat pump, small wind energy property, storm windows/doors, insulation, water heater or heating and air conditioning unit?

Complete if you purchased a new home during 2010. Provide closing documents that include cost and date of purchase.

Description of Improvement/Expenditure	Date Placed in Service	Amount	Is this your main home?	Yes <input type="radio"/> No <input type="radio"/>
		\$	Did you (or your spouse) own a home during the three-year period ending on the date you purchased the home?	Yes <input type="radio"/> No <input type="radio"/>

STEP 12 2010 Estimated Tax Payments*

	Federal	Date Paid	State	Date Paid	Note: * Do not include withholding from Forms W-2 or 1099 in estimated tax payments shown here.
Amount applied from 2009 overpayment, if any:	\$		\$		
First Quarter.....					
Second Quarter.....					
Third Quarter.....					
Fourth Quarter.....					

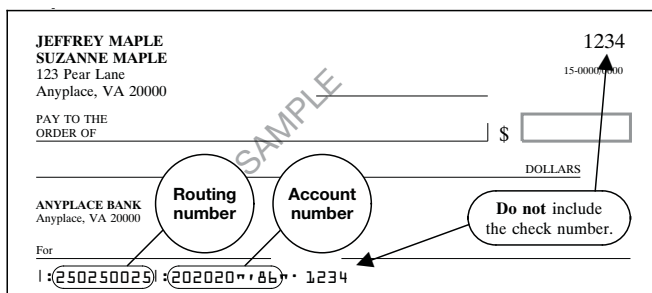
STEP 13 Tax Refund—Direct Deposit Information

If you are expecting a 2010 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 or to a Treasury Direct online account.)

Type of Account (Checking, Savings, IRA, etc.)	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.



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 nonpublic personal information.

STEP 14 Itemized Deductions (Round all figures to the nearest dollar, and do not add any columns.)

Note: Complete STEP 14 only if you think your total itemized deductions might exceed the IRS standard deduction for your filing status (see below). *Exception:* Enter real estate taxes paid below regardless of total itemized deductions.

2010 Standard Deduction

Filing Status	Standard Deduction	Add for Blind and/or Over 65
Married Filing Jointly or Qualifying Widow(er)	\$ 11,400	+ \$ 1,100
Single.....	5,700	1,400
Head of Household.....	8,400	1,400
Married Filing Separately.....	5,700	1,100

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 <i>Include after-tax amounts withheld at work (Tax Tip 19)</i>	\$ _____
Medicare Insurance Premiums Paid (Form SSA-1099)	_____
Long-Term Care Insurance Premiums (Tax Tip 20).....	_____
Vision Insurance Premiums	_____
Dental Insurance Premiums	_____
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): _____	_____
Medical Miles Driven: During 2010 _____ × 16.5¢ = _____ 0	
+ Parking Fees	_____ 0
Lodging While Obtaining Medical Treatment <i>Limited to \$50 per night, per person</i>	_____

See Note Above

Taxes

State and Local Income Taxes Withheld (on Form W-2)	\$ _____
State and Local Income Taxes Paid in 2010 for 2010 Tax Year	_____
State and Local Income Taxes Paid in 2010 for Prior Tax Years	_____
State and Local Sales Tax Paid for Major Purchases (motor vehicles, boats, airplanes, homes or home building materials, if rate same as general sales tax rate).	_____
Federal Income Taxes Paid in 2010 for Prior Tax Years <i>Not an itemized deduction for federal but is for some states.....</i>	_____
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 21)	_____
Personal Property Taxes (auto license tags, etc.)	_____

Casualty Loss

Auto Accident, Fire, Theft, Storm, etc. Provide details. (Tax Tip 26)

Interest Paid (Provide Forms 1098)

Primary Residence

Second Home, Cabin¹

First Mortgage	\$ _____	\$ _____
Second Mortgage	_____	_____
Home Equity/Home Improvement Loan	_____	_____
Loan Points (Tax Tip 22).....	_____	_____
Points Amortization	_____	_____
Mortgage Insurance Premiums Paid on Policies Issued After 2006	_____	_____
Seller-Financed Mortgage. <i>List name/address/SSN....</i>	_____	_____

Name: _____ SSN: _____
 Address: _____

Investment Interest Paid (Tax Tip 31).....

¹ Interest on a boat or recreation vehicle that has basic living accommodations may be deductible as home mortgage interest.

Donations

Monetary donations must be substantiated by a bank record (such as a cancelled check) or a written receipt from the organization receiving the donation. The written receipt must include the organization's name and the date and amount of the donation. Do not include donations for Haiti Hurricane Relief made 1/12/10–2/28/10 and deducted in 2009.

Use separate sheet if needed. (Tax Tip 23)

<i>Cash, Check or Credit Card (include payroll deductions)</i>	
Churches or Synagogues	\$ _____
United Way	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
<i>Noncash:</i>	
Fair Market Value of Items Given to Charities <i>If over \$500, provide documentation (Tax Tips 24 and 25).....</i>	_____
<i>If a vehicle, boat or airplane donation over \$500, provide Form 1098-C.</i>	_____
Out-of-Pocket Expenses for Charitable Work.....	_____
Charitable Miles: _____ Miles × 14¢ = _____ 0	
Other: _____	_____

Miscellaneous Expenses

Do Not Duplicate STEP 8

Deductible only if total exceeds 2% of AGI

Unreimbursed employee business expenses (for example, union dues, tools and supplies, special uniforms and safety equipment, professional dues and subscriptions, job-related education—see Tax Tips 2, 3 and 27). List items on separate sheet. See STEP 8 for automobile expenses and travel and entertainment.....	\$ _____
Job-Seeking Expenses in Same Field (Tax Tip 28)	
Travel/Air Fare/Lodging	\$ _____
Meals	\$ _____
Employment Agency Fees.....	\$ _____
Resume \$ _____ Other \$ _____ Total = _____ 0	
Tax Prep, Financial Planning/Consultation Fees (Tax Tip 29)	_____
Investment Expenses (Tax Tip 30)	
Phone/Postage/Supplies for Investments.....	\$ _____
Safe Deposit Box.....	\$ _____
Investment Publications and Journals	\$ _____
IRA and Keogh Fees You Paid Directly	\$ _____
Other \$ _____ Total = _____ 0	
Gambling Losses. <i>Limited to Total Gambling Winnings Listed in STEP 3....</i>	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____

Tax Tips for All Taxpayers

- 1) A person who files a joint return (other than a return filed solely to claim a refund) cannot be claimed as a dependent. Also, special rules apply to children of divorced parents.
- 2) An American Opportunity tax credit (\$2,500 maximum) is available on a per-student, per-year basis for the first four years of post-secondary tuition, fees, books, supplies and equipment.
A lifetime learning credit (maximum \$2,000 per return) is available for post-secondary educational expenses (tuition and fees, plus books, supplies and equipment that must be paid to the institution as a condition of enrollment or attendance). It is available for an unlimited number of years for undergraduate, graduate, professional degree and other students acquiring or improving job skills enrolled in one or more courses.
The education credits phase out at higher levels of adjusted gross income (AGI).
- 3) You can also deduct up to \$2,500 of interest on qualified education loans for college or vocational school expenses, or up to \$4,000 of post-secondary tuition and fees, even if you do not itemize deductions. Deductions are phased out based on AGI.
- 4) Nondeductible contributions up to \$5,000 (\$6,000 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.
- 5) An IRA deduction up to \$5,000 (\$6,000 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.
- 6) 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 \$5,000 or \$6,000 (if age 50 or older).
- 7) Exceptions to the 10% penalty apply for early withdrawals from an IRA if the funds are used for: (a) medical expenses in excess of 7.5% of AGI, (b) certain qualified educational expenses, (c) a first-time home purchase for distributions of up to \$10,000 or (d) medical insurance for those who are unemployed for at least 12 weeks. **Note:** IRA withdrawals are still subject to regular income tax.
- 8) A gain exclusion up to \$250,000 (\$500,000 if married and filing jointly or certain surviving spouses) is available for a 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. The five-year period is extended for certain military, foreign service and intelligence personnel. If the home was used other than as your principal residence any time after 2008, some of the gain may be taxable.
- 9) Interest on certain Series EE savings bonds issued after 1989 is tax-exempt if proceeds are used for qualified educational expenses of a taxpayer, spouse or dependent, subject to AGI-based phase-out.
- 10) Keep receipts supporting tax deductions at least four years.
- 11) Improvement costs may reduce taxable profit upon sale of property. Keep records of improvement costs made to all real property at least four years after the property is sold.
- 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 increase cost basis, and reduce gain or increase loss upon sale.
- 13) 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.
- 14) 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.

- 15) Taxpayers born before 1936 who receive a lump-sum distribution from a pension plan or profit-sharing plan may use 10-year averaging.
- 16) Taxpayers investing in certain types of passive 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 phase-out based on AGI.
- 17) Purchasers of qualifying alternative fueled vehicles (such as hybrids) and plug-in electric vehicles manufactured primarily for use on public streets are eligible for a tax credit.
- 18) Taxpayers can exclude \$2 million (\$1 million if MFS) of certain mortgages cancelled because of their financial condition or decline in the home's value. To qualify, the loan must have been to buy or improve the principal residence (or a loan refinancing such loans).

Tax Tips for Taxpayers Itemizing

- 19) Insurance premiums on policies that cover medical costs are deductible. Premiums on disability and loss of income insurance are not deductible.
- 20) Qualified long-term care insurance premiums are deductible subject to age and dollar limits: Age 40 or less, \$330; ages 41 to 50, \$620; ages 51 to 60, \$1,230; ages 61 to 70, \$3,290 and ages 71 and up, \$4,110.
- 21) Special assessments paid on your property are normally not allowed as a deduction. But, the interest portion of the special assessments can be deducted as a tax.
- 22) Loan origination fees (points) are deductible as interest by a buyer of a principal residence. Homebuyers are also allowed to deduct seller-paid points. Points paid on refinancing an existing mortgage must be deducted over the life of the new mortgage.
- 23) Charitable contributions of \$250 or more in any one day to any one organization must have written substantiation from the organization. A bank record, such as a cancelled check is not sufficient.
- 24) 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 must be in good or better condition to be deductible.
- 25) Taxpayers who own appreciated stocks or bonds for more than one year can take advantage of certain tax-saving methods by donating the securities to churches or other nonprofit organizations.
- 26) Generally, a net loss due to a casualty (such as flood, fire, theft, etc.) is deductible to the extent it exceeds 10% of your AGI. Special rules apply to federally declared disasters. Ask us for details.
- 27) 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 2 for education costs that qualify for a credit even when not job-related.
- 28) Job-seeking costs in the same field of employment are deductible. Successful job placement is not necessary.
- 29) 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.
- 30) Expenses incurred for attending conventions, seminars or other meetings that give investment advice to taxpayers are not deductible.
- 31) Investment interest (land, margin account, etc.) is deductible only to the extent of net investment income. Net investment income includes dividends, interest, royalties and short-term capital gains.