

# A & S CONSULTANTS, INC.

---

*Specialists in Taxes and Business Consultations*

---

---

I hope you and your family are doing well. As you know, your 2017 tax returns will be due soon. The enclosed material will hopefully make the process of preparing for taxes as smooth as possible.

You can deliver your tax information to me by dropping it off at my office, fax, mail, or e-mail. My office has a full-time receptionist so you can drop documents off during any regular business hours. Please ensure that your documents are in a sealed package to my attention. If you e-mail documents, please use my secure document service or encrypt your files. I will confirm receipt of your documents as soon as possible.

I rarely need your original documents. Thus, I recommend that any hard documents you deliver to me are copies.

I prepare most tax returns without the need for an in office appointment. Please contact me as soon as possible if you need to schedule an appointment.

Please find enclosed the following:

- Tax Briefs: Please review and make note of any questions you have.
- Personal Data Sheet w/attachments: Please complete or update as necessary.
- Tax Document Checklist: Please complete and provide all information requested.
- Please make note of any particular items you would like to discuss in detail with me.

The turnaround time for your returns is typically one to two weeks from receiving all of your documents. I will contact you upon completion of your returns to discuss the results. This is usually a good time to discuss issues that will come up in 2018 or subsequent years. I will consider the effects of the new tax law to your specific situation during the processing of your returns.

I will deliver to you, for review, a copy of your completed tax returns. Subsequently, your return will either be electronically filed by me or I will deliver you a complete filing copy to sign and mail in. Arrangements for payment of my fee is required before I file your returns. Note: I may ask for my fee to be paid in advance if you deliver documents to me close to the April 17<sup>th</sup> deadline.

I look forward to the opportunity of assisting you with all of your tax preparation and planning needs. Thank you in advance for your referrals.

Jeff Register, CPA, EA

*16776 Bernardo Center Drive Suite #203, San Diego, Ca 92128  
Phone: (858) 451-0121 Fax: (858) 683-2211  
www.astaxconsultants.com*

## **TAX BRIEFS**

### **Tax Reform**

The Tax Cuts and Jobs Act of 2017 (Tax Reform) has become law and will affect your income taxes in 2018. See the notes added to affected sections below. I will consider the effects of tax reforms to your specific situation during the processing of your 2017 tax returns.

### **Disaster Relief Legislation**

Congress passed disaster relief legislation to ease the financial burden on those affected. Some of the provisions include:

- Elimination of the 10% AGI limitation in order to qualify for a casualty loss deduction.
- Ability to increase the taxpayer's standard deduction by the loss amount when not itemizing.
- Provide an exception to the 10% early withdrawal of retirement assets.
- Suspend limitations on qualified charitable deductions.
- Allow taxpayers to refer to earned income in the preceding year for purposes of the child tax credit and earned income credit.

### **Withholding for 2018**

If you think your withholding should be adjusted for 2018 (e.g. your income will either increase or decrease; you have additional dependents; you have fewer dependents; you married in 2017 or will marry in 2018, you divorced in 2017 or your divorce will become final in 2018), we need to talk about adjusting your withholding.

**Note:** The IRS has changed the withholding tables to adjust for changes from the Tax Reform. Depending on your wage income, you should begin seeing an increase to your take home pay by Feb 15th. I will review your withholding for the current year during preparation of your 2017 tax returns.

### **Reminders for Individual Filers ~**

#### **Affordable Care Act**

All Americans are affected in some manner by the 2010 Affordable Care Act (Obamacare). If you received Form 1095-A, B, or C from any issuer or agency, we will need all copies to prepare your tax return. If you did not receive these forms, we will ask you a number of additional questions about insurance coverage so that we can help you avoid any penalties for failure to have health insurance.

You should not allow your dependent children or college students to file their own returns without talking to me first.

#### **Health Care Deductions**

The Affordable Care Act reduced your deduction for medical expenses (including health insurance). Under that act, your medical expenses had to exceed 10% of your adjusted gross income. The Tax Cuts and Jobs Act of 2017 restored the 7.5% limit for 2017 and 2018. After that, the threshold will return to 10%.

#### **Additional Tax for Investment or High Income Taxpayers**

If your income is over \$250,000 for married taxpayers or \$200,000 for single taxpayers, you may be subject to an additional 0.9% Medicare tax on your wages and/or a 3.8% surtax on net investment income.

#### **Foreign Accounts**

If you have an account, retirement account, or business interest with a value over \$10,000 in a foreign country, or a foreign business ownership (not through a mutual fund), please let us know. There is a requirement to disclose and substantial penalties for failure to do so.

## **IRA and Roth IRAs**

You may contribute to your IRA or Roth IRA for 2017 as long as you do it by April 17, 2018. If your income is too high to make a contribution to your IRA or Roth IRA, you may contribute to a non-deductible IRA. Your contribution may be as much as \$5,500 plus an additional \$1,000 if you're over 50 years of age. If you participate in a retirement plan at work, the amount of your deductible IRAs is limited. If the IRS considers you high income, phase outs also apply to contributions to Roth IRAs.

## **Employer Plans: 401(k)s, 403(b)s, 457s, SIMPLE IRAs, etc.**

The maximum contributions to 401(k)s, 403(b)s, 457s, and other retirement plans is \$18,000 for 2017 and \$18,500 for 2018 in salary deferrals plus an additional \$6,000 in 2017 and 2018 if you're over 50 years of age. For SIMPLE IRAs, you may contribute up to \$12,500 plus \$3,000 in 2017 and 2018 if you're over 50 years of age.

## **Saver's Credit**

For 2017, if you contribute to your retirement plan at work or to a traditional or Roth IRA and your income is lower than the income thresholds (less than \$31,000 (\$31,500 in 2018) to less than \$62,000 (\$63,000 in 2018) depending upon your filing status), you qualify for the Saver's Credit. You must be at least 18 years of age, not a full-time student, and not claimed as a dependent on someone else's tax return. Depending on your income, the tax credit is from 10% of your contribution to as high as 50% of your contribution. Eligible contributions to IRA accounts by the April 17th, 2018 filing deadline count toward the 2017 Saver's Credit.

## **Investment Income**

The lower 15% tax rates on long-term capital gains (held over 1 year plus 1 day) and qualified dividends are applicable to 2017. The capital gains rate for some investors is zero. The zero-percent rate is limited to taxpayers with capital gain income in the 10% to 15% income tax brackets. Capital gains rates are 20% for high income taxpayers.

## **College Savings Accounts – 529 Plans**

529 Plans allow you to contribute to a college account and if the funds are used for higher education, any amount you pull out is tax free. 529 Plans are clearly an excellent strategy for saving for higher education for family members.

**Note:** The Tax Reform also allows tax free withdrawals to pay tuition at an elementary or secondary public, private, or religious school, up to a \$10,000 limit per tax year.

## **Kiddie Tax**

The kiddie tax applies to dependents under the age of 19 and also includes dependents under the age of 24 who are full-time students. Income up to \$1,050 is tax-free in 2017. The next \$1,050 is taxed at 10%, and income above that amount is taxed at your tax rate. The amount is also \$1,050 in 2018.

**Note:** The Tax Reform taxes the child's 2018 earned income at single individual rates and unearned income at the rates for trusts and estates.

## **Gift Tax Exclusion**

The annual exclusion for tax year 2017 is \$14,000 and for 2018 is \$15,000 for gifts to individuals who are citizens of the U.S. Any gifts over this amount require that a gift tax return be filed. For gifts to spouses who are not citizens of the United States, a non-taxable gift is limited to \$149,000 (for 2018 \$152,000). If you gift something that is non-cash (e.g. stock), I do not recommend gifting any asset that is worth less than what you paid for it.

## **Charitable Contributions (cash or check)**

Both charitable contributions in the form of cash or check require a receipt from the charity. This means that if you attend church on Sunday and put \$10 cash in the collection plate, you cannot take a deduction without a receipt from your church. If you pay by check, your canceled check is your receipt unless the total of your contributions is \$250 or more. Because of recent tax court cases, the best practice is to obtain a receipt for every donation. The receipt must state that no goods or services were offered by the charitable organization.

### **Non-Cash Charitable Contributions**

Don't forget that non-cash charitable deductions require documentation and if the value of your donation exceeds \$250, a detailed receipt from the charity. You cannot simply say "3 bags of clothing. If you need my non-cash charitable contribution worksheet to arrive at the deductible amount, let me know and I'll email it to you.

### **Charitable Travel**

You may still deduct local charitable mileage at 14 cents per mile, but you cannot deduct charitable travel unless there is "no significant element of personal pleasure." If you travel for a charity (a chorus, symphony, fraternal organization, etc.), you cannot deduct your expenses unless you can prove that all or most of that trip was directly related to the charitable work.

### **Unreimbursed Employee Business Expenses**

For those of you who deduct expenses related to your employment, the IRS is actively auditing these deductions. Labor laws state that if you incur expenses related to your employment, your employer is required to reimburse you. If your expenses are reimbursable by your employer and you fail to request reimbursement, you do not qualify for any deduction.

**Note:** The Tax Reform eliminated miscellaneous deductions which exceed 2% of your AGI for tax years 2018-2025. This includes deductions for unreimbursed employee expenses, investment expenses, union dues, tax preparation fees, etc.

### **Use Tax**

If you made a purchase on the Internet and did not pay sales tax, you are required to pay sales tax to your state when you file your tax return.

### **Home equity interest and refinancing**

Unless you substantially improve your home with funds from a home equity loan, your mortgage interest deduction may be limited. The total of your home equity debt is limited to \$100,000 for you to be able to deduct the interest. Any interest paid on loans that exceed \$100,000 is considered personal interest and is not deductible. Home equity interest is *not* deductible for AMT purposes.

**Note:** The Tax Reform reduces the deductibility of interest by limiting it the total loan amount on first and second homes to \$750,000. This limit is not applicable to debt incurred before 12/15/2017. However, home equity interest will no longer be deductible beginning in 2018.

### **Educator Expense Deduction**

For credentialed teachers, the teacher's educator expenses deduction for 2017 and 2018 \$250. It includes "professional development expenses".

### **IRA conversions to Roth IRAs**

Roth Conversions – if you converted any retirement funds to your Roth IRA in 2017, you have six months to move those funds back to your retirement account to avoid paying income taxes. This strategy is especially good if the value of those funds is worth less today than they were when you made the transfer to your Roth.

**Note:** The Tax Cuts and Jobs Act of 2017 no longer allows conversion to be recharacterized.

### **Roth Conversions**

Even though there is an income cap above which taxpayers cannot make contributions to a Roth IRA, all taxpayers are allowed to *convert* traditional retirement funds with tax-deferred growth to a Roth IRA that grows tax-free. Conversions are included in income during the tax year in which the conversion is completed, and must be completed no later than December 31<sup>st</sup>. Please contact me before doing a Roth conversion to discuss your individual situation.

### **IRA/Retirement Plans Minimum Distributions for those age 70 ½ (RMD)**

For those of you who are over 70 ½ years of age, you are required to take a required minimum distribution each year. Make sure you take your distribution before 12/31/18 for tax year 2018. The penalties for not taking the distribution are severe.

### **Alternative Minimum Tax (AMT)**

A permanent AMT patch was created to keep up with inflation so that an estimated 28 million households won't have to pay more AMT.

**Note:** The Tax Reform increased the exemption amount and the income level at which it takes effect. This will substantially reduce the number of taxpayers that must pay AMT beginning in 2018.

### **Estate Taxes**

In 2017, the Estate tax applies only to estates valued at more than \$5.49 million (\$5.6 million in 2018). The maximum estate tax rate is 40%.

**Note:** The Tax Reform doubled the exemption amount to about \$11.2 million in 2018.

### **Flexible Spending Accounts (FSAs), Cafeteria Plans, Section 125 Plans**

If your company offers these plans, the enrollment period is often times toward the end of the year. Remember that whatever amount you elect to contribute to your plan comes out of your wages tax-free. You pay no income tax, social security tax, or Medicare tax on the amount you contribute for your projected medical expenses for 2018 (*not* including over-the-counter drugs unless you have a prescription) and/or dependent care expenses (not including overnight camps). The key to how much you elect to contribute either for dependent care or medical expenses is to *not* contribute more than you will spend in a calendar year, or, depending on the plan, a calendar year plus a 2 months 15 days grace period. Should you *not* spend what you contributed, you forfeit that amount for that calendar year. The IRS has recently modified the regulations to allow \$500 to be carried over to the next year. Both the grace period and the carryover are optional and plans cannot allow both.

### **Medicare Part B**

In 2018, if you're not considered a high income taxpayer, the normal Medicare B premium that covers doctors' visits and outpatient procedures will be \$134 per month. However, some people who get social security benefits will pay less than this amount due to the small cost of living increases in recent years. If you're covered by Medicare and you're considered high income, you can expect a Medicare Part B surcharge. The surcharge is based on your 2016 tax return. The surcharge begins at adjusted gross income of over \$85,000 if you're single and \$170,000 if you're married. If your income decreased since 2016, you can dispute the surcharge, but you must do it right away. If you plan to dispute the charge, make sure you call the local Social Security office to file your dispute right away.

### **Your broker reports your tax basis to the IRS when you sell**

When your broker sends you a letter that asks you to verify the basis of your investments (that's the amount you paid for the investment), make sure you look at what the broker says is your basis. If there is an error, notify your broker that the basis they reflect is not correct. A problem could occur if you have held the investment for a long time or transferred that investment to your current broker, etc.

### **Stock Options**

Companies who issue stock options are now required to report to the IRS the grant date and the exercise price of any stock options that were exercised by employees.

### **Tax Credit for First Four Years of College**

The American Opportunity Credit of up to \$2,500 is designed to help parents and students pay part of the cost of the first four years of college. The credit is available to a broader range of taxpayers, including many with higher incomes and those who owe no tax. Tuition, related fees, books, equipment (including laptop computers) and other required course materials generally qualify.

## Reminders for Business Filers ~

**Note:** The Tax Cuts and Jobs Act of 2017 has added a new deduction of up to 20% for pass-through businesses taxes at individual rates (S Corp, Partnerships, Sole-Proprietors).

### Form 1099-K

Since 2011, you received Form 1099-K from the party that processes credit card payments made to your business. Originally the IRS was going to require that credit card payments be tracked and reported separately from other payments on business tax returns. The IRS has backed off on this recordkeeping requirement for the business but they will still compare the amount reported on Forms 1099-K with the total income you report on your business tax return.

### Office in Home

If you have an office in home, your office must be used *exclusively* for your business and *regularly* for your business (little personal use is allowed). Also, the 1st business related trip of the day from your qualified home office is not deductible unless you qualify under special rules. It is considered part of your personal *commute*. The trips after that 1st stop of the day are deductible business miles if the stop is business related. The IRS has released a safe-harbor method to calculate Office in Home expenses which simplifies the deduction for some taxpayers.

### Telephone expense

If you have a business that you operate in your home, you must have a separate business telephone line to deduct your telephone expenses. If you have a personal phone from which you make business calls, you may deduct only the business long-distance amount as telephone expense.

### Business Use versus Personal Use Property Deductions

This is a category that includes home computers, auto expenses, etc. The IRS examines the personal use versus the business use. How much of the time do you spend on your computer that is personal use as opposed to business use?

### Travel and Meal & Entertainment Expense

In addition to a receipt, make sure you keep a log noting the name of the client, the purpose of the meeting, the cost, and who attended. Your credit card statement is not considered substantiation.

**Note:** The Tax Reform eliminates deductions for business related entertainment expenses. Meal expenses incurred while traveling away from home on business will still be deductible.

### Business travel expense

Keep a log of your business mileage. Without a mileage log, no deduction is allowed. Again, keep track of the name of the client and business purpose of the meeting. Most of you use the standard mileage rate. For 2017, it is 53.5 cents per mile.

### Forms 1099-MISC

If you paid more than \$600 to a business or individual for services rendered, you are required to issue Form 1099-MISC. The IRS changed the filing due date last year. Forms with Box 7 amounts, Non-employee compensation, must be filed with the IRS no later than January 31, 2018. The due date is the same for paper and electronically filed forms. Forms must be mailed to the recipients no later than January 31, 2018, also. If you are required to issue the forms and do not, your deduction may be disallowed by the IRS. The IRS has increased penalties for businesses that file these forms later than the required filing deadline.

### Business Inventory

The IRS continues to place an increased emphasis on the physical inventory of businesses as of December 31<sup>st</sup> each year. Make sure that if your business does have inventory, you count that inventory the last day of each year.

### Sales Tax

Sales and use tax audits are increasing. In general, you must pay sales or use tax on any item you purchase that is not resold (e.g. office supplies, equipment, etc.). You must collect sales tax on any item sold to non-exempt customers. This includes items purchased online on which you paid no sales tax.



## 2017 Comprehensive Organizer Personal and Dependent Information

### Personal Information

Name		SSN	Date of birth	Healthcare coverage ALL year
Taxpayer				
Spouse				
Street address, city, state, and ZIP				
Occupation		Daytime phone	Evening phone	Cell phone
Taxpayer				
Spouse				
Taxpayer email				
Spouse email				

### Marital Status at end of 2017

- Married  
 Married filing separately  
 Single  
 Widow(er) If spouse passed away in 2017 enter the date of death \_\_\_\_\_

### Taxpayer

- Yes  No  
 Yes  No  
 Yes  No  
 Yes  No

### Spouse

- Yes  No Are you blind?  
 Yes  No Are you disabled?  
 Yes  No Are you a full-time student?  
 Yes  No Do you want \$3 to go to the Presidential Election Campaign Fund?

### Dependent Information

First and last name	SSN	Relationship	Months in home	Date of birth	Disabled	Full-time student	Healthcare coverage ALL year

List dependents required to file a return \_\_\_\_\_

### Estimates

	Federal		Resident state		Resident city	
	Date paid	Amount	Date paid	Amount	Date paid	Amount
Overpayment applied from 2016	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

### Appointment Information & Notes

Your 2017 appointment is scheduled for \_\_\_\_\_

**Notes**





## TAX DOCUMENT CHECKLIST

NAME: \_\_\_\_\_

2017 TAX YEAR

QUESTIONS	Y/N	IF YES, DOCUMENTS OR INFORMATION NEEDED
WILL YOU BE FILING ELECTRONICALLY.		COPY OF DRIVER'S LICENSE FOR TAXPAYER AND SPOUSE OR DL#, DATE OF ISSUE AND EXPIRATION. (NEW FOR IRS SECURITY).
IF YOU HAVE A REFUND DUE WOULD YOU LIKE IT DIRECTLY DEPOSITED TO YOUR BANK ACCOUNT?		VOIDED CHECK.
IF YOU HAVE A BALANCE DUE WOULD YOU LIKE IT DIRECTLY DEBITED TO YOUR BANK ACCOUNT?		VOIDED CHECK.
DID ANOTHER FIRM PREPARE YOUR TAX RETURN LAST YEAR?		COPY OF MOST RECENT TAX RETURN & TWO PRIOR YEARS, IF AVAILABLE.
DID YOU PAY ESTIMATED TAXES OR MAKE PAYMENTS ON PRIOR TAX YEARS?		AMOUNTS & DATES OF PAYMENTS.
DID YOUR MARITAL STATUS CHANGE FROM THE PREVIOUS YEAR?		PRIOR YEAR RETURN OF BOTH SPOUSES (IF NOT PREPARED BY US). COPIES OF LEGAL DOCUMENTS.
DID YOU PAY OR RECEIVE ALIMONY?		NAME & SSN OF PAYOR/PAYEE. AMOUNTS & DATES OF PAYMENTS.
HAVE THERE BEEN ANY CHANGES TO YOUR DEPENDENTS?		PLEASE REVIEW ENCLOSED DEPENDENT INFORMATION SHEET.
DID YOU PAY CHILD CARE OR DISABLED SPOUSE CARE EXPENSES?		NAME, ADDRESS, PHONE #, & TAX ID# OF PROVIDER. AMOUNTS PAID FOR EACH DEPENDENT.
DID YOU PAY EDUCATIONAL EXPENSES FOR YOU, YOUR SPOUSE, OR DEPENDENT?		IRS FORMS 1098-T FOR TUITION PAID & 1098-E FOR INTEREST PAID. EXPENSES FOR BOOKS, SUPPLIES, ETC.
DID ANY OF YOUR DEPENDENT CHILDREN HAVE INCOME?		<b>W-2'S, 1099'S, ETC. DUE TO THE HEALTH CARE ACT YOUR DEPENDENTS SHOULD NOT FILE A RETURN ON THEIR OWN.</b>
DID YOU HAVE ACA COMPLIANT HEALTH INSURANCE FOR EACH MEMBER OF YOUR HOUSHOLD ALL YEAR?		FORMS 1095-A, 1095-B, 1095-C. EXEMPTION CERTIFICATE NUMBER. <b>COMPLETE ACA QUESTIONNAIRE IN ORGANIZER.</b>
DID YOU MOVE MORE THAN 50 MILES?		DATE, DISTANCE, & EXPENSES OF MOVE FOR TRAVEL, LODGING, & TRANSPORTATION OF HOUSEHOLD GOODS.
WERE YOU UNEMPLOYED AT ANYTIME DURING THE YEAR?		STATE FORM 1099-G, AMOUNT & SOURCE OF DISABILITY PAYMENTS.
DID YOU START OR END A SMALL BUSINESS?		FORMATION OR TERMINATION DOCUMENTS, LIST OF PROPERTY CONTRIBUTIONS OR DISTRIBUTIONS.
DO YOU HAVE PROPERTY FOR WHICH YOU RECEIVED RENTAL INCOME?		INCOME, EXPENSES, ESCROW DOCS FROM PURCHASE, REFI, OR SALE OF PROPERTY, PPTY MANAGER STATEMENTS.
WERE YOU SELF-EMPLOYED OR AN INDEPENDENT CONTRACTOR?		INCOME, EXPENSES, PURCHASE & SALE OF ASSETS, MILEAGE LOG.
WERE YOU A PARTNER IN A PARTNERSHIP OR A SHAREHOLDER IN AN S-CORPORATION?		FORM K-1, AMOUNT OF UNREIMBURSED EXPENSES, KNOW YOUR CURRENT BASIS.
DID YOU CONTRIBUTE TO A RETIREMENT PLAN, CONVERT AN IRA TO A ROTH IRA, OR COMPLETE A ROLL-OVER?		IRS FORMS 1099-R & 5498, LIST DATES & AMOUNTS OF CONTRIBUTIONS.
DID YOU RECEIVE U.S. OR FOREIGN SOCIAL SECURITY BENEFITS?		IRS FORM 1099-SA, DATES OF AMOUNTS OF FOREIGN PAYMENTS.
DID YOU RECEIVE INTEREST OR DIVIDENDS?		IRS FORMS 1099-INT & 1099-DIV.
DID YOU SELL ANY STOCK, BONDS, ETC.		IRS FORM 1099-B, PURCHASE & SALE CONFIRMATIONS, YEAR END BROKERAGE STATEMENT, KNOW YOUR BASIS.
DID YOU SELL, PURCHASE OR REFINANCE ANY REAL ESTATE?		IRS FORM 1099-S, ESCROW DOCUMENTS, DOCUMENT USE OF ANY PROCEEDS.

QUESTIONS	Y/N	IF YES, DOCUMENTS OR INFORMATION NEEDED
DID YOU RECEIVE ANY INCOME FROM AN INSTALLMENT SALE?		DATE OF SALE, CONTRACT PRICE, LOAN TERMS, PAYMENTS RECEIVED.
DID YOU RECEIVE ANY INCOME FROM FOREIGN SOURCES?		SOURCE, NATURE, DATES AND AMOUNTS RECEIVED.
DID YOU RECEIVE A GIFT OR INHERITANCE?		FORM K-1, DETAIL ITEMS RECEIVED.
DID YOU RECEIVE A LAWSUIT SETTLEMENT AWARD?		IRS FORM 1099-MISC, LEGAL DOCUMENTS, DATES & AMOUNTS OF ATTORNEY FEES PAID.
DID YOU HAVE ANY LOTTERY OR GAMBLING WINNINGS?		IRS FORM W-2G, AMOUNTS OF WINNINGS & LOSSES.
DID YOU HAVE MEDICAL EXPENSES?		AMOUNTS PAID FOR HEALTH, LONG-TERM CARE, & DENTAL INSURANCE, DRUGS, OPTICAL, CHIROPRACTIC, ETC...
DID YOU PAY TAXES ON REAL OR PERSONAL PROPERTY?		DMV STATEMENTS, PROPERTY TAX BILLS, ESCROW DOCUMENTS.
DID YOU PAY TAXES TO A FOREIGN GOVERNMENT?		AMOUNTS & DATES PAID, COUNTRY, NATURE OF FOREIGN INCOME.
DID YOU PAY MORTGAGE, INVESTMENT, OR BUSINESS INTEREST?		IRS FORM 1098, DOCUMENT USE OF LOAN PROCEEDS, END OF YEAR LOAN STATEMENT.
DID YOU PAY MORTGAGE INSURANCE PREMIUMS?		AMOUNTS PAID.
DID YOU MAKE CHARITABLE DONATIONS OF CASH, PROPERTY, OR HAVE VOLUNTEER EXPENSES?		<u>IRS FORMS 1098-C, CHARITY RECEIPTS, DETAILED DOCUMENTATION OF ITEMS DONATED (CRITICAL).</u>
DID YOU PAY EXPENSES REQUIRED BY YOUR EMPLOYER FOR WHICH YOU WERE NOT REIMBURSED?		AMOUNTS PAID FOR TRAVEL, EDUCATION, SUPPLIES, ETC...
DID YOU PAY IRA CUSTODIAL FEES?		AMOUNTS PAID, IRA ACCOUNT STATEMENT.
DID YOU PAY EXPENSES RELATED TO YOUR INVESTMENT INCOME?		AMOUNTS PAID FOR COUNSEL FEES, MANAGEMENT FEES, CUSTODIAL FEES, TRANSFER TAXES, ETC...
DID YOU PAY UNION OR PROFESSIONAL DUES?		AMOUNTS PAID.
WERE YOU AUDITED OR DID YOU RECEIVE IRS OR STATE CORRESPONDENCE?		COPIES OF CORRESPONDENCE, AUDIT REPORTS, RELATED TAX RETURNS.
DID YOU HAVE AN INTEREST IN OR SIGNING AUTHORITY OVER A FOREIGN ACCOUNT?		MAX BALANCE OF ACCOUNT, COUNTRY, ACCOUNT NAME, NUMBER, AND ADDRESS.
DID YOU PAY ANY COMPENSATION TO INDEPENDENT CONTRACTORS AS PART OF YOUR BUSINESS ACTIVITY?		COPIES OF 1099'S OR NAMES, ADDRESSES, SSNS, & AMOUNTS PAID.
DID YOU PURCHASE ANYTHING ONLINE OR FROM OUT OF STATE FOR WHICH YOU DID NOT PAY SALES TAX?		AMOUNTS & DATES PURCHASED.
DID YOU MAKE ANY GIFTS OF CASH OR PROPERTY TO ANY ONE INDIVIDUAL EXCEEDING \$14,000?		NAMES, ADDRESSES, SSNS, & AMOUNTS OR DETAIL OF PROPERTY GIVEN.
HAVE YOU GONE THROUGH A FORECLOSURE OR SHORT-SALE OR ANTICIPATE DOING SO?		IRS FORMS 1099-A & 1099-C, ESCROW DOCUMENTS, LOAN STATEMENTS.
HAVE YOU FILED FOR BANKRUPTCY?		COURT DISCHARGE PAPERS.
DID YOU USE A VEHICLE FOR BUSINESS, MEDICAL, MOVING, OR VOLUNTEERING?		DETAILED MILEAGE FOR EACH USE. FOR BUSINESS USE I ALSO NEED TO KNOW TOTAL MILEAGE FOR EACH VEHICLE.

## Non-Cash Charitable Contributions Worksheet

Name: \_\_\_\_\_ Tax Year: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

The following is a guideline for valuation of non-cash charitable contributions. When valuing items, take into consideration the condition of the items. If the value of the donated items is \$250 or more to one charity in one day, you are required to obtain a written receipt from the charity (must contain name and address of charity, date, location of contribution, a description of the items donated, and whether any goods or services were provided to you in return for the donation). The receipt must be signed by the charity, and must be in your hands no later than the filing date of your return. With the exception of publicly traded securities, most donations over \$5,000 require a written appraisal.

Charity name/address: \_\_\_\_\_  
 Date of donation: \_\_\_\_\_

### Appliances

	\$\$ Guideline	Your Cost	# Items	Value Today	Deduction
Air conditioner	20.00 - 90.00	_____	_____	_____	_____
Dryer	45.00 - 90.00	_____	_____	_____	_____
Electric stove	75.00 - 150.00	_____	_____	_____	_____
Gas stove	50.00 - 125.00	_____	_____	_____	_____
Heater	7.50 - 22.00	_____	_____	_____	_____
Microwave	10.00 - 50.00	_____	_____	_____	_____
Refrigerator (working)	75.00 - 250.00	_____	_____	_____	_____
T.V. (color, working)	75.00 - 225.00	_____	_____	_____	_____
Washing machine	40.00 - 150.00	_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
Total:		_____	_____	_____	_____

### Children's Clothing

	\$\$ Guideline	Your Cost	# Items	Value Today	Deduction
Blouses	2.00 - 8.00	_____	_____	_____	_____
Boots	3.00 - 20.00	_____	_____	_____	_____
Coats	4.50 - 20.00	_____	_____	_____	_____
Dresses	3.50 - 12.00	_____	_____	_____	_____
Jackets	3.00 - 25.00	_____	_____	_____	_____
Jeans	3.50 - 12.00	_____	_____	_____	_____
Pants	2.50 - 12.00	_____	_____	_____	_____
Shirts	2.00 - 6.00	_____	_____	_____	_____
Shoes	2.50 - 8.75	_____	_____	_____	_____
Skirts	1.50 - 6.00	_____	_____	_____	_____
Slacks	2.00 - 8.00	_____	_____	_____	_____
Snowsuits	4.00 - 19.00	_____	_____	_____	_____
Socks	0.50 - 1.50	_____	_____	_____	_____
Sweaters	2.50 - 8.00	_____	_____	_____	_____
Underwear	1.00 - 3.50	_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
Total:		_____	_____	_____	_____

## Missing Information: Non-Cash Charitable Contributions Worksheet (pg 2)

### Furniture

	\$\$ Guideline	Your Cost	# Items	Value Today	Deduction
Bed (twin)	35.00 - 100.00				
Bed (king, queen, full)	50.00 - 170.00				
Carriage	5.00 - 100.00				
Chair (upholstered)	25.00 - 100.00				
Chest	25.00 - 95.00				
China cabinet	85.00 - 300.00				
Clothes closet	15.00 - 50.00				
Coffee table	15.00 - 65.00				
Convertible sofa	85.00 - 300.00				
Crib (w/mattress)	25.00 - 100.00				
Desk	25.00 - 140.00				
Dining room set	150.00 - 900.00				
Dresser w/ mirror	20.00 - 100.00				
End tables	10.00 - 50.00				
Floor lamps	6.00 - 50.00				
Folding beds	20.00 - 60.00				
Hi riser	35.00 - 75.00				
High chair	10.00 - 50.00				
Kitchen cabinet	25.00 - 75.00				
Kitchen chair	2.50 - 10.00				
Kitchen set	35.00 - 170.00				
Mattress (double)	12.50 - 75.00				
Mattress (single)	15.00 - 35.00				
Pictures and paintings	5.00 - 200.00				
Play pen	3.75 - 30.00				
Rugs	20.00 - 90.00				
Secretary	50.00 - 140.00				
Sleeper sofa (w/mattress)	85.00 - 300.00				
Sofa	35.00 - 200.00				
Trunk	5.00 - 70.00				
Wardrobe	20.00 - 100.00				
<hr/>					
<hr/>					
Total:					

### Household goods

	\$\$ Guideline	Your Cost	# Items	Value Today	Deduction
Bakeware	1.00 - 3.00				
Bedspreads/Quilt	3.00 - 24.00				
Blanket	3.00 - 15.00				
Chair/sofa cover	15.00 - 35.00				
Coffeemaker	4.00 - 15.00				
Curtains	1.50 - 12.00				
Drapes	6.50 - 40.00				
Fireplace set	20.00 - 80.00				
Floor lamp	6.00 - 50.00				
Glass/cup	.50 - 1.50				
Griddle	4.00 - 12.00				
Kitchen utensils	.50 - 1.50				
Mixer/blender	5.00 - 20.00				
<hr/>					
Total:					

**Missing Information: Non-Cash Charitable Contributions Worksheet (pg 3)**

---

**Household., continued**

	\$\$ Guideline	Your Cost	# Items	Value Today	Deduction
Lamp	5.00 - 75.00	_____	_____	_____	_____
Pillow	2.00 - 8.00	_____	_____	_____	_____
Plate	.50 - 3.00	_____	_____	_____	_____
Pot/pan	1.00 - 3.00	_____	_____	_____	_____
Sheets	2.00 - 8.00	_____	_____	_____	_____
Throw rug	1.50 - 12.00	_____	_____	_____	_____
Towels	.50 - 4.00	_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
Total:		_____	_____	_____	_____

**Miscellaneous**

	\$\$ Guideline	Your Cost	# Items	Value Today	Deduction
Answering machine	10.00 - 30.00	_____	_____	_____	_____
Bicycle	5.00 - 80.00	_____	_____	_____	_____
Board game	1.00 - 3.00	_____	_____	_____	_____
Book (paperback)	.75 - 1.50	_____	_____	_____	_____
Book (hardback)	1.00 - 3.00	_____	_____	_____	_____
CD	2.00 - 5.00	_____	_____	_____	_____
Computer monitor	5.00 - 50.00	_____	_____	_____	_____
Computer printer	5.00 - 150.00	_____	_____	_____	_____
Computer system	100.00 - 400.00	_____	_____	_____	_____
Copier	40.00 - 200.00	_____	_____	_____	_____
DVD	2.00 - 5.00	_____	_____	_____	_____
DVD player/VCR	8.00 - 15.00	_____	_____	_____	_____
Edger	5.00 - 25.00	_____	_____	_____	_____
Golf clubs	2.00 - 25.00	_____	_____	_____	_____
Ice skates	3.00 - 15.00	_____	_____	_____	_____
Luggage	5.00 - 15.00	_____	_____	_____	_____
Mower	25.00 - 100.00	_____	_____	_____	_____
Mower (riding)	100.00 - 300.00	_____	_____	_____	_____
Radio	7.50 - 50.00	_____	_____	_____	_____
Sewing machine	15.00 - 85.00	_____	_____	_____	_____
Stereo	15.00 - 75.00	_____	_____	_____	_____
Stuffed animal	.50 - 1.00	_____	_____	_____	_____
Tennis racket	2.00 - 5.00	_____	_____	_____	_____
Typewriter	5.00 - 25.00	_____	_____	_____	_____
Umbrella	2.00 - 6.00	_____	_____	_____	_____
Vacuum cleaner	15.00 - 65.00	_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
Total:		_____	_____	_____	_____

## Missing Information: Non-Cash Charitable Contributions Worksheet (pg 4)

### Men's Clothing

	\$\$ Guideline	Your Cost	# Items	Value Today	Deduction
Jackets	7.50 - 25.00	_____	_____	_____	_____
Overcoats	15.00 - 60.00	_____	_____	_____	_____
Pajamas	2.00 - 8.00	_____	_____	_____	_____
Raincoats	5.00 - 20.00	_____	_____	_____	_____
Shirts	2.50 - 12.00	_____	_____	_____	_____
Shoes	3.50 - 25.00	_____	_____	_____	_____
Shorts	3.50 - 10.00	_____	_____	_____	_____
Slacks	5.00 - 12.00	_____	_____	_____	_____
Suits	15.00 - 60.00	_____	_____	_____	_____
Sweaters	2.50 - 12.00	_____	_____	_____	_____
Swim trunks	2.50 - 8.00	_____	_____	_____	_____
Tuxedo	10.00 - 60.00	_____	_____	_____	_____
Undershirts	1.00 - 3.00	_____	_____	_____	_____
Undershorts	1.00 - 3.00	_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
Total:		_____	_____	_____	_____

### Women's Clothing

	\$\$ Guideline	Your Cost	# Items	Value Today	Deduction
Bathing suits	4.00 - 12.00	_____	_____	_____	_____
Bathrobes	2.50 - 12.00	_____	_____	_____	_____
Blouse	2.50 - 12.00	_____	_____	_____	_____
Boots	2.00 - 5.00	_____	_____	_____	_____
Bras, undergarments	1.00 - 3.00	_____	_____	_____	_____
Coats	10.00 - 40.00	_____	_____	_____	_____
Dresses	4.00 - 20.00	_____	_____	_____	_____
Evening dresses	10.00 - 60.00	_____	_____	_____	_____
Foundation garmet	3.00 - 8.00	_____	_____	_____	_____
Fur coats	25.00 - 400.00	_____	_____	_____	_____
Fur hats	7.00 - 15.00	_____	_____	_____	_____
Handbags	2.00 - 20.00	_____	_____	_____	_____
Hats	1.00 - 8.00	_____	_____	_____	_____
Jackets	4.00 - 12.00	_____	_____	_____	_____
Nightgowns	4.00 - 12.00	_____	_____	_____	_____
Pant suits	6.50 - 25.00	_____	_____	_____	_____
Shoes	2.00 - 25.00	_____	_____	_____	_____
Skirts	3.00 - 8.00	_____	_____	_____	_____
Slacks	3.50 - 12.00	_____	_____	_____	_____
Slips	1.00 - 6.00	_____	_____	_____	_____
Socks	0.50 - 1.25	_____	_____	_____	_____
Suits	6.00 - 25.00	_____	_____	_____	_____
Sweaters	3.75 - 15.00	_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
Total:		_____	_____	_____	_____

	Your Cost	# Items	Value Today	Deduction
<b>Grand Total</b>	_____	_____	_____	_____