**Tax Organizer for**

**Individual Tax Returns**

**1040 Returns**

**Use this Organizer for Individual (or Married Filing Jointly) Returns**

|  |  |
| --- | --- |
| Individual Tax Organizer | 2011 |

**IMPORTANT**

We will be unable to complete your tax return until we have received all necessary pages of the organizer including the client statement, payment information & personal information pages.

## BOSS Business Services Tax Department

3225 McLeod Drive, Suite 100

Las Vegas, Nevada, 89121

Toll Free: 888-969-2677

Local: 702-214-1100

Fax: 702-664-0547

E-Mail: taxdept@bossoffice.com

**INSTRUCTIONS**

* Please attach a copy of your previous year tax return if not prepared by BOSS.
* Complete the sections pertaining to your tax reporting requirements.
* Please check the organizer to make sure you are furnishing all the information needed to complete your return correctly and accurately.
* Use the last page of the organizer to write down questions you may have & we will address them during the preparation of the tax return.

**IMPORTANT**

We will be unable to complete your tax return until we have received all necessary pages of the organizer including the client statement and payment information.

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**CLIENT STATEMENT**

Tax returns are prepared in the order received. Tax Organizers are due in our offices 30 days prior to the return deadline in order for BOSS to guarantee the timeliness of the return. In the event a Tax Organizer is received within the 30 day period prior to the tax deadline, Client will pay an expedite fee of $150.00 to ensure timely completion and if received in the final 2 weeks before the deadline, Client will pay $250.00 to ensure timely completion. If unable to complete by deadline, BOSS will request an extension on Client’s behalf if that option is available.

The scope of work in connection with the preparation of your (“the Client”) federal and state income tax returns is intended to be in compliance with the requirements issued by the various taxing authorities. Because tax laws are not always clear, honest differences of opinions may arise between our interpretation of laws and that of the various taxing authorities. We will assist you in resolving these differences in your favor whenever possible.

Client and/or your duly appointed representative agree not to hold BOSS Business Services liable for interpretations made with regard to any of the information supplied by Client and used in the preparation of the tax returns. Unless compelled to do so by law, BOSS Business Services does not disclose any irregularities or provide statements with regard to the validity of the information supplied by Client to any taxing authority.

All tax returns are subject to review and acceptance by the various taxing authorities. In the event of an examination or other taxing authority contact, BOSS Business Services can respond or represent your position to the taxing authority; however, there is a fee for this service. You may appeal any adjustments proposed by a taxing authority.

**Please review any completed tax returns carefully.** As preparers, we have a responsibility both to the various taxing authorities with whom we file tax returns as well as to our clients. Any client will remain liable for the contents of tax returns prepared by BOSS Business Services with data provided by said client.

**All tax return preparation fees for a tax return must be paid before the tax return can be electronically processed.** Once payment is received and the proper forms are signed to electronically file the tax return, i.e. Form 8879, we will file the tax return.

**I/We acknowledge this statement by signature/signatures and dates below.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Name on Credit Card**

**Credit Card Number Expiration Date Code**

By signing, you are authorizing BOSS to send you an invoice electronically (via email) and to charge the credit card provided above five (5) days after the invoice has been submitted to you.

**Check here if you would like a quote for the preparation fees based on the information provided in this Organizer before work is commenced.**

**THIS PAGE MUST BE SIGNED AND RETURNED**

**FAX: 702-664-0547 or EMAIL:** [**TAXDEPT@BOSSOFFICE.COM**](mailto:TAXDEPT@BOSSOFFICE.COM)

**FAX COVER PAGE**

**Attention: BOSS Tax Department**

**TO: BOSS TAX DEPARTMENT - 702-664-0547**

**Attention:**

**FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

THIS FAX INCLUDES THE FOLLOWING (CHECK ALL THAT APPLY):

* + ⁬ Client Statement
* ⁬ Organizer for (Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* ⁬ Supporting Documentation
* ⁬ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXTENSION REQUEST**

**The individual Tax Return must be filed on or before April 17, 2012.**

**If you are unable to provide us with the necessary information to complete the return timely, you can file Form 4868 Application for an Extension of Time to File and request an automatic six-month extension. Any taxes owed for the year, however, must be paid or interest and penalties may apply.**

**We can file the extension for you.**

**Here is what you need to do:**

CONTACT BOSS BUSINESS SERVICES BY WRITING AT LEAST ONE WEEK BEFORE THE DUE DATE OF THE TAX RETURN AND REQUEST THAT BOSS FILE THE EXTENSION ON YOUR BEHALF. PLEASE EMAIL ALL REQUESTS TO [TAXDEPT@BOSSOFFICE.COM](mailto:TAXDEPT@BOSSOFFICE.COM).

**Please provide a copy of the prior year Individual Tax Return if not prepared by BOSS Business Services.**

## BOSS Business Services Tax Department

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Las Vegas, Nevada, 89121

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Fax: 702-664-0547

E-Mail: taxdept@bossoffice.com

INSTRUCTIONS FOR COMPLETING PERSONAL

(FORM 1040) 2011 TAX ORGANIZER

**\*PLEASE READ CAREFULLY\***

**THIS ORGANIZER IS FOR INDIVIDUALS ONLY**

**DO NOT USE FOR CORPORATIONS, PARTNERSHIPS OR LLC’S. IF YOU HAVE A CORPORATION, PARTNERSHIP OR AN LLC, PLEASE CALL THE TAX DEPARTMENT TO REQUEST AN ORGANIZER FOR YOUR PARTICULAR ENTITY, or visit our website** [**www.bossoffice.com**](http://www.bossoffice.com) **and GO TO the Downloads section**

PLEASE PRINT ALL INFORMATION CLEARLY.

KEEP A COPY OF THE COMPLETED ORGANIZER AND YOUR ORIGINAL W-2’S AND 1099’S FOR YOUR RECORDS.

**E-MAIL, FAX OR MAIL THE COMPLETED ORGANIZER WITH COPIES OF YOUR W-2’S AND 1099R’S AND SIGNED CLIENT STATEMENT (PREFERABLY TWO-DAY PRIORITY WITH A CONFIRMATION OR CERTIFIED RETURN RECEIPT REQUESTED THROUGH THE UNITED STATES POST OFFICE) ALONG WITH A COPY OF YOUR 2010 FEDERAL AND STATE INCOME TAX RETURNS (IF THEY WERE NOT PREPARED BY BOSS).**

IF YOU HAVE MORE THAN ONE HOME BASED BUSINESS, SOLE PROPRIETOR, OR SELF EMPLOYED BUSINESS, **WE WILL NEED A SEPARATE BUSINESS INFORMATION SECTION FOR EACH BUSINESS.**

IF YOU HAVE ANY QUESTIONS REGARDING THE ORGANIZER PLEASE CONTACT KAREN STONEMAN IN THE TAX DEPARTMENT AT 888-969-2677 OR [TAXDEPT@BOSSOFFICE.COM](mailto:TAXDEPT@BOSSOFFICE.COM)

# BELOW IS A LIST OF ITEMS YOU WILL NEED TO

# COMPLETE YOUR ORGANIZER:

* ALL W-2 FORMS FOR YOURSELF, YOUR SPOUSE AND DEPENDENT CHILDREN.
* ALL 1099 FORMS FOR YOURSELF AND SPOUSE, INCLUDING DEBT RELIEF.
* ALL UNEMPLOYMENT FORMS.
* ALL FORMS SSA FROM SOCIAL SECURITY FOR INCOME RECEIVED FROM SOCIAL SECURITY FOR THE YEAR.
* SOCIAL SECURITY NUMBERS, DATES OF BIRTH AND RELATIONSHIPS OF ALL OF YOUR DEPENDENTS FOR 2011.

* RECORDS OF INCOME, EXPENSES AND ENDING INVENTORY FOR YOUR SELF-EMPLOYED BUSINESS
* MILEAGE LOG FOR AUTOS
* YOUR TIP CALENDAR FOR THOSE OF YOU WHO ARE IN GAMING SERVICES
* SALE OF PROPERTY, CLOSING ESCROW STATEMENT (HUD) ON THE PURCHASE AND SALE, LIST OF MAJOR IMPROVEMENTS, ALONG WITH THE COSTS AND DATES OF IMPROVEMENTS.

* RENTAL INCOME AND EXPENSES, ADDRESS OF PROPERTY, CLOSING ESCROW STATEMENT (HUD-1) IF PURCHASED IN 2011.
* FARM INCOME AND EXPENSES.
* INTEREST EARNED ON TAX FREE MUNICIPAL BONDS AND ORIGINAL ISSUE DISCOUNT (OID).
* DIVIDEND AND INTEREST YEAR END STATEMENTS, ALONG WITH THE APPROPRIATE 1099 FORM ISSUED.
* MEDICAL BILLS, COST OF PRESCRIPTIONS, HEALTH INSURANCE PREMIUMS AND SPECIAL EQUIPMENT PURCHASED PER DOCTOR PRESCRIPTION, AMOUNT OF MEDICAL MILEAGE INCURRED.

* PROPERTY TAXES PAID. PLEASE DO NOT GROUP THESE TOGETHER. LIST PROPERTY ADDRESS AND AMOUNT PAID.
* AMOUNT OF COLLEGE TUITION, LAB FEES, BOOKS, SUPPLIES AND GRANTS RECEIVED, FOR HIGHER EDUCATION.
* INTEREST PAID ON STUDENT LOANS.
* AMOUNTS OF INTEREST PAID ON MORTGAGES AND THE 1098 FORM RECEIVED FROM THE MORTGAGE COMPANY.

Continued on Next Page

* ANY INTEREST YOU PAID ON HOME EQUITY LOANS - PROVIDE COPY OF CLOSING STATEMENT (HUD-1) FOR REFINANCING OF PRINCIPAL MORTGAGE. IF YOU ARE PAYING YOUR MORTGAGE TO AN INDIVIDUAL, INCLUDE THEIR FULL NAME, ADDRESS AND SOCIAL SECURITY NUMBER.
* ALL PENSION STATEMENTS, DISTRIBUTIONS FROM PENSIONS AND ROLLOVER INFORMATION. IF THEY WERE TRANSFERRED FROM ONE ACCOUNT TO ANOTHER, THE TRANSACTION DATES, THE ACCOUNT NUMBERS OF BOTH THE NEW AND OLD THE NEW COMPANIES, AMOUNTS CONTRIBUTED TO ROTH IRS’S, KEOGH’S AND SEP’S FOR 2011 AND WHAT NAME THEY WERE DEPOSITED TO CONVERSIONS AND BALANCES ON DECEMBER 31, 2011.
* COPY OF YOUR DIVORCE DECREE, IF DIVORCED IN 2011
* COPY OF YOUR SPOUSES 2010 FEDERAL & STATE TAX RETURN IF YOU WERE MARRIED IN 2011
* LIST OF CASH CONTRIBUTIONS AND NON-CASH CONTRIBUTIONS MADE TO CHARITIES.
* STOCK SALES, ORIGINAL STOCK BUYS AND ORIGINAL STOCK SELLS RECEIVED FROM YOUR BROKER ALONG WITH THE BROKER STATEMENTS FOR YEAR END (1099-B)
* COPY OF POLICE REPORT AND INSURANCE REIMBURSEMENT, IN RELATIONSHIP TO THEFTS AND CASUALTIES AND LOSSES DUE TO ACCIDENTS, FIRES, ETC…
* CHILD CARE EXPENSES, PROVIDER NAME, ADDRESS, FEDERAL IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER, IF AN INDIVIDUAL AMOUNT PAID FOR EACH CHILD.
* AMOUNT OF ALIMONY RECEIVED, AMOUNT OF ALIMONY PAID, ALONG WITH THE NAME OF PERSON PAID TO AND THEIR SOCIAL SECURITY NUMBER
* AMOUNTS PAID FOR MISCELLANEOUS EMPLOYEE EXPENSES (I.E. UNION DUES, SAFETY EQUIPMENT, REQUIRED BOOKS AND MANUALS, CONTINUING EDUCATION, ETC) AMOUNTS IF ANY REIMBURSED BY YOUR EMPLOYER NOT INCLUDED IN YOUR W-2 FORM.
* INFORMATION ON MEDICAL SAVINGS ACCOUNTS AND EDUCATIONAL SAVINGS ACCOUNTS THAT YOU ARE A PARTICIPANT IN THROUGH YOUR EMPLOYER
* CUSTODIAL FEES FOR IRA ACCOUNTS, LEGAL FEES FOR PRESERVATION OF INCOME, COLLECTION FEES ON SELLER FINANCED MORTGAGES
* GAMBLING LOSSES NOT TO EXCEED THE AMOUNT OF GAMBLING WINNINGS
* MISCELLANEOUS OTHER INCOME RECEIVED, STATE INCOME TAX REFUND, JURY DUTY PAY, GAMBLING WINNINGS, ETC.
* COPIES OF INVOICES WHERE THE PURCHASES QUALIFY FOR ENERGY TAX CREDITS.

**WITH THE ABOVE INFORMATION IN HAND YOU WILL BE BETTER EQUIPPED TO FILL OUT THE TAX ORGANIZER ACCURATELY AND WITH THE LEAST AMOUNT OF YOUR TIME EXPENDED.**

# PERSONAL INFORMATION

|  |  |  |
| --- | --- | --- |
|  | **TAXPAYER** | **SPOUSE** |
| **LAST NAME** |  |  |
| **FIRST NAME** |  |  |
| **MIDDLE INITIAL & SUFFIX** |  |  |
| **SOCIAL SECURITY #** |  |  |
| **OCCUPATION** |  |  |
| **HOME PHONE** |  |  |
| **WORK PHONE** |  |  |
| **BIRTH DATE** |  |  |
| **BLIND** |  YES  NO |  YES  NO |
| **CONTRIBUTION TO PRESIDENTIAL CAMPAIGN FUND** |  YES  NO |  YES  NO |

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment # \_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_

Fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Locality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School District Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FILING STATUS**

 Single

 Married Filing Jointly

 Married Filing Separately

 Head of Household

 Qualifying Widow(er) Date Spouse Died \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPENDENT INFORMATION**

**DO NOT INCLUDE YOURSELF OR SPOUSE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FIRST NAME** | **MIDDLE INITIAL** | **LAST NAME** | **SOCIAL SECURITY #** | **RELATIONSHIP** | **DATE OF BIRTH** | **MONTHS IN HOME** |
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**TAX PAYMENTS**

2011 ESTIMATED TAX PAYMENTS PAID:

**FEDERAL STATE LOCAL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DUE BY DATE** | **DATE** | **AMOUNT** | **DATE** | **AMOUNT** | **DATE** | **AMOUNT** |
| QUARTER 1 BY 4/18/11 |  |  |  |  |  |  |
| QUARTER 2 BY 6/15/11 |  |  |  |  |  |  |
| QUARTER 3 BY 9/15/11 |  |  |  |  |  |  |
| QUARTER 4 BY 1/15/12 |  |  |  |  |  |  |

**OTHER TAX PAYMENTS PAID:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **FEDERAL** | **STATE** | **LOCAL** |
| 2010 OVERPAYMENT APPLIED TO 2011 |  |  |  |
| 2010 BALANCE PAID IN 2011 |  |  |  |
| 2011 EXTENSION PAYMENTS PAID IN 2012 |  |  |  |
| OTHER TAXES PAID IN 2011 FOR PRIOR YEARS |  |  |  |

WILL YOU OWE ADDITIONAL TAXES TO THE IRS? ( ) YES ( ) NO

WILL YOU OWE ADDITIONAL TAXES TO THE STATE? ( ) YES ( ) NO

**WAGES, SALARIES AND OTHER INCOME**

|  |  |
| --- | --- |
| INDICATE THE NUMBER OF W-2’S & ATTACH ALL COPIES |  |
| INDICATE THE NUMBER OF 1099-R’S (PENSIONS, ANNUITIES, RETIREMENT & IRA PLANS |  |
| INDICATE THE NUMBER OF W-2G’S (GAMBLING OR LOTTERY WINNINGS) |  |
| INDICATE THE NUMBER OF 1099- MISC (MISCELLANEOUS INCOME) |  |
| INDICATE THE NUMBER OF SSA-1099 ( SOCIAL SECURITY BENEFIT FORMS) |  |
| INDICATE THE NUMBER OF 1099-MSA ( MEDICAL SAVINGS ACCT) |  |
| INDICATE THE NUMBER OF 1099-G’S ( GOVERNMENT PAYMENTS) |  |
| INDICATE THE NUMBER OF 1065 K-1’S (PARTNERSHIP INCOME) |  |
| INDICATE THE NUMBER OF 1120S K-1’S (SUB CHAPTER S CORPORATIONS) |  |
| INDICATE THE NUMBER IF 1041 K-1’S (ESTATE & TRUST INCOME) |  |

**NATURE AND SOURCE OF OTHER INCOME**

|  |  |  |
| --- | --- | --- |
|  | **TAXPAYER** | **SPOUSE** |
| ALIMONY RECEIVED |  |  |
| EX-SPOUSE SOCIAL SECURITY # |  |  |
| SCHOLARSHIPS/FELLOWSHIPS RECEIVED |  |  |
| TIPS NOT REPORTED TO EMPLOYER |  |  |
| GAMBLING WINNINGS |  |  |
| JURY DUTY PAY |  |  |

**MISC. INCOME**

|  |  |  |
| --- | --- | --- |
| **1099-A AND/OR 1099-C (FORECLOSURE/CANCELLATION OF DEBT)** | **TAXPAYER** | **SPOUSE** |
|  |  |  |
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**\*\* If you had a foreclosed or abandoned property, please contact the tax department as additional information may be necessary.**

**ROTH CONVERSION**

Did you defer any income from a Roth conversion made in 2010? Yes  No

**INTEREST/DIVIDEND INCOME; INCLUDE ENTIRE COMBINED FORM 1099 FROM FINANCIAL & BROKERAGE FIRMS.**

**INCLUDE ALL ORIGINAL 1099 – INT’S, DIV’S**

**(IF MORE SPACE IS NEEDED PLEASE MAKE COPIES OF THIS FORM)**

**INTEREST DIVIDEND**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME OF PAYER** | **TOTAL** | **TAX EXEMPT** | **TOTAL** | **QUALIFIED** | **CAPITAL GAIN** | **FOREIGN TAXES PAID** |
|  |  |  |  |  |  |  |
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**SALE OF REAL ESTATE**

Enclose copies of Form(s) **1099-S & CLOSING STATEMENTS HUD-1’S FOR ALL PURCHASES, SALES, AND REFINANCINGS.**

Description Date Acq’d Date Sold Sales Price Cost Basis Rental Investment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_/\_\_/\_\_\_\_ \_\_/\_\_/\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_/\_\_/\_\_\_\_ \_\_/\_\_/\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_/\_\_/\_\_\_\_ \_\_/\_\_/\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

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**If the sold properties have been depreciated as prior rentals please provide all depreciation schedules**.

**SALES OF STOCKS AND SECURITIES**

***DO NOT REPORT OPTIONS HERE***

**ATTACH ALL PAGES OF FORM 1099-B. IT IS MANDATORY THAT ALL THE INFORMATION REQUESTED BELOW BE PROVIDED. (IF YOU HAVE MORE TRANSACTIONS, PLEASE COPY THIS FORM)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION OF PROPERTY** | **DATE ACQUIRED** | **DATE SOLD** | **SALES PRICE** | **COST BASIS** |
|  |  |  |  |  |
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**TOTAL OPTIONS PURCHASED IN 2011 $**

**TOTAL OPTIONS SOLD IN 2011 $**

**CAPITAL LOSS CARRYOVER FROM PRIOR YEAR $**

**LIST ALL OPEN OPTIONS AT YEAR END ON LAST PAGE**

**ITEMIZED DEDUCTIONS**

**MEDICAL AND DENTAL EXPENSES**

|  |  |
| --- | --- |
| PRESCRIPTION MEDICATIONS |  |
| HEALTH INS PREMIUMS (INCLUDE LONG TERM) |  |
| FAMILY & SPOUSE |  |
| SELF – EMPLOYED TAXPAYER |  |
| DOCTORS, DENTISTS & HOSPITALS |  |
| EYEGLASSES & MEDICAL EQUIPMENT |  |
| MILES DRIVEN FOR MEDICAL PURPOSES |  |
| OTHER MEDICAL EXPENSES: |  |
| A) |  |
| B) |  |
| C) |  |

**TAXES**

|  |  |
| --- | --- |
| AMOUNT PAID ON BALANCE DUE FOR STATE TAXES PAID IN 2011 |  |
| REAL ESTATE TAXES PAID ON PRINCIPAL RESIDENCE |  |
| REAL ESTATE TAXES PAID ON ADDITIONAL HOMES OR LAND (NOT RENTALS) |  |
| VEHICLE REGISTRATION |  |
| OTHER PERSONAL PROPERTY TAXES |  |
| OTHER TAXES: |  |
| A) |  |
| B) |  |

**HOME MORTGAGE INTEREST ONLY**

|  |  |  |
| --- | --- | --- |
| **HOME MORTGAGE INTEREST** | **CHECK IF NOT ON FORM 1098** | **AMOUNT** |
|  | **** |  |
|  | **** |  |
| **POINTS PAID ON LOAN TO BUY, BUILD OR IMPROVE YOUR HOME:** | **CHECK IF NOT ON FORM 1098** | **AMOUNT** |
|  | **** |  |
|  | **** |  |

**IF INTEREST IS PAID TO AN INDIVIDUAL:**

|  |  |  |
| --- | --- | --- |
| **NAME OF INDIVIDUAL** | **ADDRESS** | **SOCIAL SECURITY NUMBER** |
|  |  |  |
|  |  |  |

**ANY MORTGAGE BALANCES IN EXCESS OF $1 MILLION? ( ) YES ( ) NO**

**ENTER POINTS PAID ON A HOME EQUITY LOAN, REFINANCED MORTGAGE OR LOAN FOR A SECOND HOME:**

|  |  |  |
| --- | --- | --- |
| **POINTS PAID** | **DATE OF LOAN** | **LIFE OF LOAN (YEARS)** |
|  |  |  |
|  |  |  |

**INVESTMENT INTEREST (I.E., MARGIN INTEREST, INTEREST PAID ON LOANS USED FOR PROPERTY HELD FOR INVESTMENT, ETC)**

|  |  |
| --- | --- |
| **INVESTMENT INTEREST** | **AMOUNT** |
|  |  |
|  |  |

**NON ITEMIZED DEDUCTION FILERS**

1. **REAL ESTATE TAXES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **NEW CAR TAXES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(PROVIDE COPY OF THE SALES CONTRACT)**

**CHARITABLE GIVING**

**CASH CONTRIBUTIONS**

**THE DOCUMENTATION FOR THE RECORD OF A CONTRIBUTION OVER $250 MUST BE IN THE FORM OF A WRITTEN STATEMENT**

|  |  |  |
| --- | --- | --- |
| **NAME OF CHARITABLE ORGANIZATION** | **REQUIRED DOCUMENTATION** | **AMOUNT** |
|  |  YES  NO |  |
|  |  YES  NO |  |
|  |  YES  NO |  |
|  |  YES  NO |  |
|  |  YES  NO |  |
|  |  YES  NO |  |
|  |  YES  NO |  |
|  |  YES  NO |  |
|  |  YES  NO |  |
|  |  YES  NO |  |

**NON CASH CONTRIBUTIONS**

**ANY CONTRIBUTION IN EXCESS OF $5000 REQUIRES A WRITTEN APPRAISAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF CHARITABLE ORGANIZATION** | **ADDRESS OF ORGANIZATION** | **DESCRIPTION OF DONATED PROPERTY** | **GOOD USED CONDITION (YES/NO)** | **AMOUNT** |
| **A)** |  |  |  |  |
| **B)** |  |  |  |  |
| **C)** |  |  |  |  |
| **D)** |  |  |  |  |

**THIS SECTION MUST BE FILLED IN IF YOU HAVE NON CASH CONTRIBUTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE OF CONTRIBUTION** | **DATE ACQUIRED** | **HOW ACQUIRED** | **YOUR ORIGINAL COST** |
| **A)** |  |  |  |
| **B)** |  |  |  |
| **C)** |  |  |  |
| **D)** |  |  |  |

**UNREIMBURSED EMPLOYEE EXPENSES (W-2 INCOME ONLY)**

|  |  |  |
| --- | --- | --- |
| **EMPLOYEE BUSINESS EXPENSES** | **TAXPAYER** | **SPOUSE** |
| BUSINESS GIFTS |  |  |
| EDUCATION TO MAINTAIN EMPLOYMENT (C.E.U.) |  |  |
| MEALS & ENTERTAINMENT |  |  |
| TELEPHONE USED FOR EMPLOYER’S BUSINESS |  |  |
| TRADE PUBLICATIONS |  |  |
| TRAVEL EXPENSES AWAY FROM HOME |  |  |
| UNIFORMS & PROTECTIVE CLOTHING |  |  |
| UNION & PROFESSIONAL DUES |  |  |
| OTHER UNREIMBURSED EMPLOYEE BUSINESS EXPENSES |  |  |
| **Misc:** |  |  |

**VEHICLE EXPENSES**

**(UNREIMBURSED EMPLOYEE EXPENSES USE ONLY. W-2 INCOME ONLY)**

**IF VEHICLE IS USED BY BOTH TAXPAYER AND SPOUSE OR FOR MORE THAN ONE EMPLOYER, MAKE A COPY OF THIS FORM FOR EACH.**

|  |  |  |
| --- | --- | --- |
| **YEAR END INFORMATION** | **VEHICLE 1** | **VEHICLE 2** |
| BEGINNING ODOMETER READING |  |  |
| ENDING ODOMETER READING |  |  |
| DESCRIPTION OF VEHICLE |  |  |
| DATE PLACED IN SERVICE |  |  |
| TOTAL MILES FOR THE YEAR |  |  |
| TOTAL BUSINESS MILES FOR YR |  |  |
| TOTAL COMMUTING MILES FOR YR |  |  |
| MILEAGE ROUND TRIP EACH DAY TO WORK |  |  |
| **ACTUAL EXPENSES:** | **VEHICLE 1** | **VEHICLE 2** |
| REPAIRS & MAINTENANCE |  |  |
| INSURANCE |  |  |
| INTEREST |  |  |
| LICENSE & REGISTRATION |  |  |
| VEHICLE LEASE |  |  |
| TOLLS & PARKING |  |  |
| **OTHER EXPENSES:** | **VEHICLE 1** | **VEHICLE 2** |
| COST OF VEHICLE |  |  |

**IS ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE? YES  NO**

**DO YOU HAVE EVIDENCE TO SUPPORT THE BUSINESS USE CLAIMED?  YES  NO**

**IF YES, IS THE EVIDENCE WRITTEN? YES NO**

**WAS THE VEHICLE TRADED IN 2011? YES NO**

**TAX PAYER MUST MAINTAIN MILEAGE LOG WHEN CLAIMING AUTO EXPENSE DEDUCTION.**

**MISCELLANEOUS DEDUCTIONS**

|  |  |  |
| --- | --- | --- |
|  | **TAXPAYER** | **SPOUSE** |
| TAX PREP FEES |  |  |
| SAFETY DEPOSIT BOX FEES |  |  |
| IRA FEES |  |  |
| OTHER MISCELLANEOUS DEDUCTIONS |  |  |
| MANAGEMENT FEES (K-1’S) |  |  |
| **Misc** |  |  |

**ADJUSTMENTS TO INCOME**

|  |  |  |
| --- | --- | --- |
|  | **TAXPAYER** | **SPOUSE** |
| EDUCATOR EXPENSES |  |  |
| CERTAIN BUSINESS EXPENSES OF RESERVIST, PERFORMING ARTISTS & FEE-BASIS GOVERNMENT OFFICIALS |  |  |
| HEALTH SAVINGS ACCOUNT DEDUCTION |  |  |
| MOVING EXPENSES |  |  |
| SELF-EMPLOYED SEP, SIMPLE & QUALIFIED PLANS |  |  |
| SELF EMPLOYED HEALTH INSURANCE DEDUCTION |  |  |
| PENALTY ON EARLY WITHDRAWAL OF SAVINGS |  |  |
| IRA DEDUCTION |  |  |
| TRADITIONAL IRA DEDUCTION |  |  |
| ROTH IRA DEDUCTION |  |  |
| STUDENT LOAN INTEREST |  |  |
| TUITION & FEES DEDUCTION |  |  |
| DOMESTIC PRODUCTION ACTIVITIES DEDUCTION |  |  |
| ROTH CONVERSIONS |  |  |

**DEPENDENT CARE EXPENSES & EDUCATION CREDITS**

**ENTER BELOW THE PERSONS OR ORGANIZATIONS WHO PROVIDED**

**THE CHILD & DEPENDENT CARE.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **PHONE NUMBER** | **ID NUMBER** | **AMOUNT PAID** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**EDUCATION EXPENSES**

**AMERICAN OPPORTUNITY TAX CREDIT (FORMERLY THE HOPE CREDIT)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STUDENT’S NAME** | **STUDENT’S SSN** | **QUALIFIED EXPENSES\*** | **FULL TIME**  **OR**  **PART TIME?** | **POST SECONDARY EDUCATION?** |
| 1. |  |  |  | YES  NO |
| 2. |  |  |  | YES  NO |
| 3. |  |  |  | YES  NO |

**QUALIFIED EXPENSES INCLUDE: TUITION, BOOKS,**

**SUPPLIES & EQUIPMENT (I.E. COMPUTER)**

**OTHER CREDITS**

**PLEASE PROVIDE A COPY OF THE INVOICE**

**HOME ENERGY CREDITS:**

|  |  |
| --- | --- |
| SOLAR ELECTRIC |  |
| SOLAR WATER HEATING |  |
| FUEL CELL |  |
| WIND ENERGY |  |
| GEOTHERMAL HEAT PUMP |  |
| RESIDENTIAL ENERGY CREDIT |  |

**BUSINESS INCOME & EXPENSES**

**(HOME BASED BUSINESS, SOLE PROPRIETOR)**

IF MORE THAN ONE BUSINESS, MAKE COPIES OF THE BUSINESS & EXPENSE FORMS

**CHECK OWNERSHIP: TAXPAYER  SPOUSE  JOINT**

**BUSINESS NAME:**

**BUSINESS ADDRESS:**

**PRINCIPAL BUSINESS/PROFESSION:**

**EMPLOYER ID NUMBER:**

**DID YOU MATERIALLY PARTICIPATE IN THE OPERATION OF THIS BUSINESS DURING THE YEAR? YES NO**

**DID YOU START OR ACQUIRE THIS BUSINESS DURING THE YEAR? YES NO**

|  |  |
| --- | --- |
| **INCOME** | **AMOUNT** |
| GROSS RECEIPTS OR SALES FROM 1099’S |  |
| GROSS RECEIPTS OR SALES OTHER |  |
| RETURN & ALLOWANCES |  |
| OTHER INCOME (I.E. BUSINESS INTEREST) |  |

|  |  |
| --- | --- |
| **COST OF GOODS SOLD (INVENTORY ONLY)** | **AMOUNT** |
| INVENTORY AT BEGINNING OF YEAR |  |
| PURCHASES: LESS COST OF ITEMS WITHDRAWN FOR PERSONAL USE |  |
| COST OF LABOR |  |
| MATERIALS & SUPPLIES |  |
| OTHER COSTS |  |
| INVENTORY AT END OF YEAR |  |

|  |  |
| --- | --- |
| **EXPENSES:** | **AMOUNT** |
| ADVERTISING |  |
| CAR & TRUCK EXPENSES **(COMPLETE VEHICLE EXPENSE SECTION)** | **NEXT PAGE** |
| COMMISSIONS & FEES |  |
| EMPLOYEE BENEFIT PROGRAM |  |
| INSURANCE (OTHER THAN HEALTH) |  |
| INSURANCE (HEALTH) |  |
| INTEREST: |  |
| A) COMMERCIAL MORTGAGE (FROM FORM 1098 ONLY) |  |
| B) OTHER INTEREST (EXPLAIN) |  |
| LEGAL & PROFESSIONAL SERVICES |  |
| OFFICE EXPENSES |  |
| PENSION & PROFIT-SHARING PLANS |  |
| RENT OR LEASE: |  |
| A) MACHINERY & EQUIPMENT |  |
| B) OTHER BUSINESS PROPERTY |  |
| REPAIRS & MAINTENANCE |  |
| SUPPLIES (NOT INCLUDED IN COST OF GOODS SOLD) |  |
| TAXES & LICENSES |  |
| TRAVEL |  |
| MEALS & ENTERTAINMENT |  |
| TELEPHONE & CELLULAR |  |
| UTILITIES |  |
| WAGES |  |
| **OTHER EXPENSES:** | **AMOUNT** |
| **A)** |  |
| **B)** |  |
| **C)** |  |
| **D)** |  |

**VEHICLE EXPENSES (FOR BUSINESS USE ONLY)**

**IF VEHICLES ARE USED BY BOTH TAXPAYER & SPOUSE OR IN MORE THAN ONE BUSINESS, MAKE A COPY OF THIS FORM FOR EACH.**

|  |  |  |
| --- | --- | --- |
| **GENERAL INFORMATION** | **VEHICLE 1** | **VEHICLE 2** |
| ODOMETER READING 01/01/11 |  |  |
| ODOMETER READING 12/31/11 |  |  |
| DESCRIPTION OF VEHICLE |  |  |
| DATE PLACED IN SERVICE |  |  |
| TOTAL MILES FOR THE YEAR |  |  |
| TOTAL BUSINESS MILES FOR THE YEAR |  |  |
| TOTAL COMMUTING MILES FOR THE YEAR |  |  |
| MILEAGE ROUND TRIP EACH DAY TO WORK |  |  |
| **ACTUAL EXPENSES:** | **VEHICLE 1** | **VEHICLE 2** |
| AUTO CLUB |  |  |
| GASOLINE & OIL |  |  |
| REPAIRS & MAINTENANCE |  |  |
| INSURANCE |  |  |
| INTEREST |  |  |
| LICENSE & REGISTRATION |  |  |
| VEHICLE LEASE (PROVIDE COPY OF LEASE AGREEMENT) |  |  |
| WASH & WAX |  |  |
| TOLLS & PARKING |  |  |
| **OTHER EXPENSES: ATTACH LIST** |  |  |
| COST OF VEHICLE |  |  |

**IS ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE? YES  NO**

**DO YOU HAVE EVIDENCE TO SUPPORT THE BUSINESS USE CLAIMED?  YES  NO**

**IF YES, IS THE EVIDENCE WRITTEN? YES NO**

**WAS THE VEHICLE TRADED IN 2011? YES NO**

**🗹 TAX PAYER MUST MAINTAIN MILEAGE LOG WHEN CLAIMING AUTO EXPENSE DEDUCTION**

**HOME OFFICE EXPENSE**

**(HOME BASED BUSINESS, SOLE PROPRIETOR)**

**AREA USED REGULARLY & EXCLUSIVELY FOR BUSINESS (SQUARE FOOTAGE):**

**AREA USED FOR DAY CARE (SQUARE FOOTAGE):**

**TOTAL AREA OF HOME (SQUARE FOOTAGE):**

**NUMBER OF HOURS USED FOR DAY CARE IN THE YEAR:**

|  |  |  |
| --- | --- | --- |
| **EXPENSES:** | **DIRECT:** | **INDIRECT:** |
| MORTGAGE INTEREST |  |  |
| REAL ESTATE TAXES |  |  |
| INSURANCE |  |  |
| REPAIRS & MAINTENANCE |  |  |
| UTILITIES |  |  |
| RENT |  |  |
| HOA FEES |  |  |
| **OTHER EXPENSES:** |  |  |
| **A)** |  |  |
| **B)** |  |  |
| **C)** |  |  |

**DEPRECIATION:**

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION:** | **DATE ACQUIRED:** | **COST:** |
| RESIDENCE |  |  |
| ADDITION/IMPROVEMENT |  |  |
| ADDITION/IMPROVEMENT |  |  |
| ADDITION/IMPROVEMENT |  |  |

**LAND VALUE INCLUDED IN COST OF RESIDENCE:**

**BUSINESS DEPRECIATION**

**BUSINESS ASSETS ACQUIRED DURING THE YEAR 2011**

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION:** | **DATE ACQUIRED:** | **COST:** |
|  |  |  |
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**PLEASE PROVIDE A DETAILED DEPRECIATION**

**SCHEDULE FOR ASSETS ACQUIRED BEFORE 2011**

**RENTAL “REAL ESTATE” PROPERTY AND ROYALTY INCOME:**

**ATTACH HUD-1’S FOR ALL PROPERTY PURCHASES & REFINANCINGS IN 2011**

Description of Property & Complete Property Address (ex: Single family, Duplex, Condo, or Commercial)

Property ID (A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property ID (B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property ID (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property ID (D) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Income**: **(A) (B) (C) (D)**

Date Property became Available for Rent \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Rents received (*total for year)* \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Royalties received \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Expenses: (A) (B) (C) (D)**

Auto (Used for Rental Properties) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Advertising and Promotion \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Cleaning and Maintenance \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Commissions \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Insurance \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Legal and Professional Fees \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Mortgage Interest \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Management Fees \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Points Purchase/Refinancing \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Repairs (over $250, itemized below) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Real Estate Taxes \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Utilities \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Meals/Entertainment \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Other Expenses (List on Last Page) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**ASSETS FOR DEPRECIATION:**

**Rental Asset Worksheet**: *Complete for all rental assets purchased. List any repairs, furnishings and appliances greater than $250*

Property ID Date Purchased Asset Price If Sold, Date Sale Price

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |

**Note:** If you converted personal property items for rental use, under the heading ‘date purchased,’ please indicate the date when the asset was first used for the rental and under the heading ‘price,’ indicate fair market value of asset on the date of first rental use.

**MOVING EXPENSES**

**DATE OF MOVE:**

**NUMBER OF MILES FROM OLD HOME TO NEW WORKPLACE:**

**NUMBER OF MILES FROM OLD HOME TO OLD WORKPLACE:**

|  |  |
| --- | --- |
| **EXPENSES OF TRANSPORT & STORAGE OF HOUSEHOLD**  **GOODS & PERSONAL EFFECTS:** | **AMOUNT:** |
| TRANSPORTATION EXPENSES |  |
| STORAGE EXPENSES |  |
| EXPENSES OF MOVING FROM OLD HOME TO NEW HOME: |  |
| TRAVEL NOT INCLUDING MEALS |  |
| LODGING NOT INCLUDING MEALS |  |
| AMOUNT EMPLOYER PAID YOU FOR THE EXPENSES LISTED ABOVE |  |
| **MISC** |  |

**OTHER ITEMS NOT INCLUDED ELSEWHERE PLEASE EXPLAIN FULLY:**

**WOULD LIKE YOUR REFUND DIRECTLY DEPOSITED FOR YOU?**

**IF SO, PLEASE PROVIDE THE INFORMATION BELOW.**

**BANKING INFORMATION**

|  |  |
| --- | --- |
| **DIRECT DEPOSIT OF REFUND TO FOLLOWING:** | **ACCOUNT NUMBER/ DATE** |
| NAME OF BANK |  |
| ROUTING NUMBER |  |
| ACCOUNT NUMBER |  |
|  |  |
| **DIRECT ELECTRONIC PAYMENT OF BALANCE DUE ON TAXES FROM THE FOLLOWING:** |  |
| NAME OF BANK |  |
| ROUTING NUMBER |  |
| ACCOUNT NUMBER |  |
| DATE OF ELECTRONIC WITHDRAWAL |  |
|  |  |
| **DIRECT ELECTRONIC PAYMENT FOR BALANCE DUE WITH EXTENSION FORM 4868:** |  |
| NAME OF BANK |  |
| ROUTING NUMBER |  |
| ACCOUNT NUMBER |  |
| DATE OF ELECTRONIC WITHDRAWAL |  |

**ADDITIONAL INFORMATION OR COMMENTS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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