FROM

2013 TAX ORGANIZER

TO

This tax organizer has been prepared for your use in gathering the information needed for your 2013 tax return.

To save you time, selected information from your 2012 tax return has been entered in this organizer. Please line through any information that does not apply to your 2013 tax return.

In some cases, 2012 amounts have been included in a separate column. These amounts are for comparison purposes only. You do not need to change these prior year amounts.

If we may be of further assistance, please contact us at your convenience.

REMOVE THIS SHEET PRIOR TO RETURNING THE COMPLETED ORGANIZER

FROM

2013 TAX ORGANIZER

TO

I (We) have submitted this information for the sole purpose of preparing my (our) tax return(s). Each item can be substantiated by receipts, canceled checks or other documents. This information is true, correct and complete to the best of my (our) knowledge.

Taxpayer Signature	Date
Spouse Signature	Date

MICHAEL B. ALLMON & ASSOCIATES, LLP
Certified Public Accountants

Manhattan Towers
1230 Rosecrans Avenue, Suite 102
Manhattan Beach, California 90266

(310) 536-0200 • FAX (310) 536-0123
e-mail: mbacpas@mbacpas.com
www.mbacpas.com

TAX SEASON 2013/2014

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2013 federal and requested state income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets (such as the enclosed tax organizer) to guide you in gathering the necessary information. Your use of such forms will assist in keeping the fee to a minimum.

Our policy is to complete all returns promptly and by their due dates as long as we have received all information needed to complete the returns one month preceding the due date. If we have not received all necessary information by that date, we will request an extension of time to file from the taxing authorities, if available.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

We will use our judgment to resolve questions in your favor where a tax law is unclear if there is a reasonable justification for doing so. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. In accordance with our professional standards, we will follow whatever position you request, as long as it is consistent with the codes, regulations, and interpretations that have been promulgated. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties or assessments. In the event, however, that you ask us to take a tax position that in our professional judgment will not meet the applicable laws and standards as promulgated, we reserve the right to stop work and shall not be liable to you for any damages that occur as a result of ceasing to render services.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us. Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to render additional invoices for the time and expenses incurred.

FILE RETENTION POLICY, PAPERLESS OFFICE & PAPERLESS TAX RETURNS:

Our policy is to keep client files for at least four years from the due date of the returns. We have changed our offices to a "paperless" environment. This means that our goal is to minimize the paper that we keep. Accordingly, we are pleased to announce that we can now exchange tax returns, documents, and other files with our clientele through our secure file delivery service, located on the client section of our website. Therefore, you may choose to send tax preparation documents and e-file forms to us via this secure paperless delivery service, and similarly, we may also deliver your tax returns to you using the paperless systems.

If you prefer, you may continue to send us paper documents, which we will scan into our computerized files. Unless you indicate otherwise to us, we will either return the paper documents to you or shred them (we intend to make the decision as to which way to proceed on a case by case basis, unless you indicate a preference to us).

We may transmit confidential information that you provide to us to third parties in order to facilitate delivering our services to you. Such transmissions would include, but not limited to, use of an outside processing service to assist in preparing the tax returns. We have secured confidentiality agreements with our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized use of confidential information. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information outside the firm.

FEES:

Our fee for these services will be at our standard billing rates plus computer charges and out-of-pocket expenses. All invoices are due and payable upon presentation, and are past due after 30 days. Past due invoices are subject to our standard late fee charges, and can cause the termination of our services at our discretion.

If any dispute arises among the parties, they agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Rules for Professional Accounting and Related Services Disputes. All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the AAA. Fees charged by any mediators, arbitrators, or the AAA shall be shared equally by all parties. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, such as gift and/or property, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Sincerely,

Michael B. Allmon & Associates, LLP

Accepted By: _____

Date: _____

COMMENTS/ NOTES:

_____

_____

_____

Topic Index

	Form
Alimony Paid or Received	13
Annuity Payments Received	9A, 13
Application of Refund	20
Business Income and Expenses	6, 6A
Business Use of Home:	
Business	6D
Employee Business Expenses	17A
Farm	12D
Itemized Deductions	16A
Passthrough	11B
Rental	10D
Calendar	33
Casualty or Theft Losses	16
Child and Dependent Care Expenses	18
Consolidated Brokerage Statements:	
Interest Income & Foreign Information	5E
Dividend Income & Foreign Information	5F
Sales of Stocks, Securities, Capital Assets & Misc. Income	5G
Contributions	15
Dependent Information	3A
Depreciable Property and Equipment:	
Business	6A
Employee Business Expenses	17
Farm	12A
Rental and Royalty	10A
Direct Deposit Information	4A
Dividend Income	5B
Education Expenses	18
Educator (Teacher) Expenses	13A
Electronic Filing	4
Employee Business Expenses	17
Estate Income	11
Farm Income and Expenses	12, 12A
Federal, State and City Estimated Taxes	20, 20A
Foreign Assets	5C, 5D
Foreign Employment Information	30, 30A, 30B
Foreign Housing Expenses	30C
Foreign Taxes	32
Foreign Travel and Workdays	30D
Foreign Wages and Other Income	31, 31A, 31B

	Form
Gambling Winnings	21
Gifts	34, 35
Health Savings Accounts	13A
Household Employment Taxes	19
Installment Sale Receipts	7
Interest Income	5A
Interest Paid	14A
Investment Interest Expense	14A
IRA Contributions	9
IRA Distributions	9, 13
Keogh Plan Contributions	9A
Medical and Dental Expenses	14
Ministerial Income	13B
Miscellaneous Income and Adjustments	13
Miscellaneous Itemized Deductions	16
Mortgage Interest Paid	14A
Moving Expenses	8
Partnership Income	11
Pension Income	9A, 13
Personal Information	3
Railroad Retirement Benefits	13
Real Estate Mortgage Investment Conduit Income (REMIC)	11
Rental and Royalty Income and Expenses	10
Roth IRA Contributions/Conversions	9
S Corporation Income	11
Sale of Stock, Securities and Other Capital Assets	7
Sale of Your Home	8
Savings Bond Purchases	4B
SEP/SIMPLE Plan Contributions	9A
Social Security Benefits	13
State and Local Tax Refunds	13
Student Loan Interest	13
Taxes Paid	14
Trust Income	11
Unemployment Compensation	13
Vehicle/Other Listed Property Information:	
Business	6B, 6C
Employee Business Expenses	17
Farm	12B, 12C
Rental and Royalty	10B, 10C
Partnership/S Corporation	11A
Wages and Salaries	3A

Tax Organizer Legend:

Throughout the tax organizer, you will find columns with the heading "TSJ".
TSJ Codes - Enter "T" for taxpayer, "S" for spouse or "J" for joint.

2013

Questions (Page 1 of 4)

For any question answered Yes, please attach supporting detail or documents.

Personal Information:

	Yes	No
Did your marital status change during 2013?	☐	☐
Are you legally married?	☐	☐
If Yes, do you and your spouse want to file separate returns?	☐	☐
If Yes, will you file a joint federal return and be required to file single state returns?	☐	☐
If No, are you in a domestic partnership, civil union, or other state-defined relationship?	☐	☐
Did your address change during 2013?	☐	☐
Can you or your spouse be claimed as a dependent by another taxpayer?	☐	☐

Dependents:

Were there any changes in dependents from the prior year? Note: Include non-child dependents for whom you provided more than half the support	☐	☐
Did you pay for child care while you worked or looked for work?	☐	☐
Do you have any children under age 18 with unearned income more than $1000?	☐	☐
Do you have any children age 18 or student children, aged 19 to 23, who did not provide more than half of their cost of support with earned income and that have unearned income of more than $1000?	☐	☐
Did you adopt a child or begin adoption proceedings during 2013?	☐	☐

Purchases, Sales and Debt:

Did you have any debts canceled, forgiven or refinanced during 2013?	☐	☐
Did you start a new business, purchase a new rental property, farm or acquire any new interest in any partnership or S corporation during 2013?	☐	☐
Did you sell an existing business, rental property, farm or any existing interest in a partnership or S corporation during 2013?	☐	☐
Did you sell, exchange or purchase any real estate in 2013? If so, please attach closing statements.	☐	☐
Did you withdraw any amounts from your Individual Retirement Account (IRA) or Roth IRA to acquire a principal residence?	☐	☐
Did you receive grants of stock options from your employer, exercise any stock options granted to you or dispose of any stock acquired under a qualified employee stock purchase plan?	☐	☐
Did you pay any student loan interest in 2013?	☐	☐
Are your total mortgages on your first and/or second residence greater than $1,000,000? If so, please provide the principal balance and interest rate at the beginning and the end of the year.	☐	☐
Did you have an outstanding home equity loan at the end of 2013? If so, please provide the principal balance and interest rate at the beginning and end of the year.	☐	☐
Did you take out a home equity loan in 2013?	☐	☐
Are you claiming a deduction for mortgage interest paid to a financial institution and someone else received the Form 1098?	☐	☐
Did you or your mortgagee receive any mortgage assistance payments? If Yes, enclose Forms 1098-MA.	☐	☐

Purchases, Sales and Debt (continued):

	Yes	No
Did you engage in any put or call transactions? If Yes, please provide details.		
Did you close any open short sales during 2012?		
Did you sell any securities not reported on your Form 1099-B?		

Itemized Deductions:

Did you contribute property (other than cash) with a fair market value of more than $5,000 to a charitable organization?		
Did you incur any casualty or theft losses during the year?		
Did you make any large purchases, such as motor vehicles and boats?		
Did you incur any casualty or loss attributable to a federally declared disaster?		

Miscellaneous:

Did you or your spouse have any transactions pertaining to a medical savings account (MSA) during 2012? If you received a distribution from an MSA, please include Form 1099-SA.		
Did you or your spouse have any transactions pertaining to a health savings account (HSA) during 2012? If you received a distribution from an HSA, please include Form 1099-SA.		
Did you or your spouse contribute to a Roth IRA or convert an existing IRA into a Roth IRA?		
Did you or your spouse roll into a Roth IRA any distributions from a retirement plan, an annuity plan, tax shelter annuity or deferred compensation plan?		
In 2010 did you or your spouse convert an IRA into a Roth IRA and not elect to include the taxable amount in your 2010 taxable income?		
Did you rollover any amounts from a qualified retirement plan to a Roth IRA or Designated Roth Account and not elect to include the taxable distribution in your 2010 taxable income?		
Did you withdraw any amounts from your IRA to pay for higher education expenses incurred by you, your spouse, your children or grandchildren?		
Did you withdraw amounts from a Coverdell Education Savings Account or Qualified Education Program (Section 529 plan)? If Yes, include Form 1099-Q.		
Did you or your dependents incur any post-secondary education expenses, such as tuition?		
If you or your spouse are self-employed, are you or your spouse eligible to be covered under an employer's health plan at another job? If Yes, how many months were you covered? Months		
Did you move to a different home because of a change in the location of your job?		
Did you pay in excess of $1,000 in any quarter, or $1,800 during the year for domestic services performed in or around your home to individuals who could be considered household employees?		
Did you receive unreported tip income of $20 or more in any month of 2012?		
Did you or your spouse receive distributions from long-term care insurance contracts? If Yes, please include Form 1099-LTC.		
Were you or your spouse a grantor or transferor for a foreign trust, have an interest in or a signature or other authority over a bank account, securities account or other financial account in a foreign country?		
Did you or your spouse own any foreign financial assets?		
Did you create or transfer money or property to a foreign trust?		
Did you purchase a new alternative technology vehicle, including a qualified plug-in electric drive motor vehicle in 2012?		

Miscellaneous: (continued)

	Yes	No
Did you use gasoline or special fuels for business or farm purposes (other than for a highway vehicle) during the year?	☐	☐
Have you received a punitive damage award or an award for damages other than for physical injuries or illness?	☐	☐
Were you notified by the IRS or other taxing authority of any changes in prior year returns?	☐	☐
Did you lose your job during 2012 because of foreign competition and pay for your own health insurance?	☐	☐
Did you install any alternative energy equipment in your residence such as solar water heaters, solar electricity equipment (photovoltaic) or fuel cells?	☐	☐
Did you install any energy efficiency improvements, or energy property in your residence such as exterior doors or windows, insulation, heat pumps, furnaces, central air conditioners or water heaters?	☐	☐
Have you been an identity theft victim and have you contacted the IRS?	☐	☐
If Yes, please furnish the 6-digit identity protection PIN issued to you by the IRS _____		
Did you engage in any bartering transactions?	☐	☐
Did you have any work outside of the U.S. or pay any foreign taxes?	☐	☐
Did you or your spouse serve in the military or were you or your spouse on active duty?	☐	☐
Did you or your spouse claim a homebuyer credit for a home purchased in 2008?	☐	☐

Gifts:

Did you or your spouse make any gifts, including birthday, holiday, anniversary, graduation, etc., with a total (aggregate) value in excess of $13,000 to any individual during the year?	☐	☐
Did you or your spouse make any gifts to a trust for any amount during the year?	☐	☐
Do you or your spouse have a life insurance trust?	☐	☐
Did you assist in the purchase of any asset (auto, home) for any individual during the year?	☐	☐
Did you forgive any indebtedness to any individual, trust or entity during the year?	☐	☐
Did you or your spouse make any gifts of difficult-to-value assets (such as non-publicly traded stock) to any person regardless of value?	☐	☐

If you answered Yes to any of the above gift questions, please complete Form 34 and/or 35 in the back of the Organizer.

Severance/Retirement:

Did you retire or change jobs in 2012?	☐	☐
Did you receive deferred, retirement or severance compensation?	☐	☐

If Yes, enter the date received (Mo/Da/Yr). Date: ____

Did you or your spouse turn age 70 1/2 during the year and have money in an IRA or other retirement account while not taking any distribution?	☐	☐

Sale of Your Home:

Did you sell your home in 2012? . . . . . ☐ ☐

If Yes, did you receive Form 1099? . . . . . ☐ ☐

If Yes, did you own and occupy the home as your principal residence for at least two years of the five-year period prior to the sale? . . . . . ☐ ☐

Did you ever rent out this property? . . . . . ☐ ☐

Did you ever use any portion of the home for business purposes? . . . . . ☐ ☐

Have you or your spouse sold a principal residence within the last two years? . . . . . ☐ ☐

At the time of the sale, the residence was owned by the: ☐ Taxpayer ☐ Spouse ☐ Both

Additional Information:

For any trust you created or that you are trustee, have any beneficiaries died during 2012? . . . . . ☐ ☐

Did you or your spouse make any contributions to Qualified State Tuition Plans (Section 529 plans) during 2012? . . . . . ☐ ☐

If Yes, enter the following:

TS	Name of Designated Beneficiary	Social Security Number	State Sponsoring Plan	Account Number	2012 Amount Contributed

2013

Personal Information

Taxpayer:

First Name and Initial | Last Name | Social Security Number

Occupation | Date of Birth (Mo/Da/Yr) | Date of Death (Mo/Da/Yr)

Spouse:

First Name and Initial | Last Name | Social Security Number

Occupation | Date of Birth (Mo/Da/Yr) | Date of Death (Mo/Da/Yr)

Contact Information:

Street Address | Apartment Number

City | State | ZIP or Postal Code

Province or County

Foreign Country

Taxpayer Daytime/Work Phone | Spouse Daytime/Work Phone

Taxpayer Evening/Home Phone | Spouse Evening/Home Phone

Taxpayer Foreign Phone | Spouse Foreign Phone

Taxpayer Cell Phone | Spouse Cell Phone

Taxpayer Fax Number | Spouse Fax Number

Taxpayer Email Address

Spouse Email Address

Preferred Method of Contact

	Yes	No
May the IRS or other taxing authority discuss the return with the preparer?		
Is the taxpayer claimed as a dependent on someone else's tax return?		

	Taxpayer		Spouse	
	Yes	No	Yes	No
Are you considered legally blind per IRS regulations?				
Do you want to contribute to the Presidential Election Campaign Fund?				

2013

Dependents and Wages

Dependent Information:

Did dependent have income over $3,900?

First Name and Initial	Last Name	Social Security Number	Date of Birth (Mo/Da/Yr)	Relationship to Taxpayer	Months Lived in Your Home	X if Disabled	Yes or No

Please provide the name of any person living with you who is claimed as a dependent on someone else's tax return _____

Please list the years that a release of claim to exemption is given for a dependent child not living with you . . . . . _____

Wages and Salaries: Please enclose all copies of your current year Forms W-2

TS	Employer's Name	Taxable Wages	Tax Withheld				
			Federal	FICA/TIER1	Medicare	State	Local

Worksheets: Basic Data > General and Dependents; Wages, Salaries and Tips; Rel/Rev of Claim to Exemption for Child (Form 8332)
Forms 1, 1A, IRS-W2 and S-37

2013

Interest Income and Foreign Information

5A

Interest Income:

Please enclose all Forms 1099-INT or other documents for interest received
(List all items sold during the year on Form 7.)

Special Interest Code:
1 - Qualified Educational Series EE Bonds
2 - Seller Financed Mortgage Interest
3 - Early Withdrawal Penalty
4 - Nominee Interest
5 - Accrued Interest
6 - Original Issue Discount Adjustment
7 - Amortizable Bond Premium Adjustment

	TSJ	Source	Savings/Loans, Bank, and Other	U.S. Bonds and Obligations	Code	Special Interest
A						
B						
C						
D						
E						

Tax-Exempt Interest Code: 1 - 1099-INT 2 - Private Activity Bond 3 - Both

	Social Security No. of Home Buyer	Address of Individual from Whom Mortgage Interest Was Received	Code	Tax-Exempt Interest
A				
B				
C				
D				
E				

	Federal Withholding	State Withholding	Investment Expenses	Tax Exempt Paid CUSIP No.	2012 Interest Amount
A					
B					
C					
D					
E					

Foreign Taxes Paid or Accrued:

	Source	Name of Foreign Country Imposing Tax	X if Tax Accrued	Date Paid or Accrued (Mo/Da/Yr)	Tax Amount (in Foreign Currency)	Tax Amount (in U.S. Dollars)
A						
B						
C						
D						
E						

Additional State Information:

	Payer ID	New Hampshire Reason Interest is Nontaxable
A		
B		
C		
D		
E		

Foreign Bank Accounts and Trusts:

	Yes	No
At any time during 2013, did you have an interest in or a signature or other authority over a financial account in a foreign country, such as a bank account, securities account or other financial account?		
If Yes, enter name of foreign country _____		
Were you the grantor of, or transferor to, a foreign trust that existed during 2013, whether or not you had any beneficial interest in it?		

2013

Dividend Income and Foreign Information

5B

Dividend Income: **Please enclose all Forms 1099-DIV or other documents for dividends received**
(List all items sold during the year on Form 7.)

	TSJ	Source	Form 1099-DIV				
			Box 1a Total Ordinary Dividends	Box 1b Qualified Dividends	U.S. Bond Interest Amount or Percent in Box 1a	Code	Tax-Exempt Interest
A							
B							
C							
D							
E							

	Form 1099-DIV					
	Box 2a Total Capital Gain Distribution	Box 2b Unrecaptured Section 1250 Gain	Box 2c Section 1202 Gain	Box 2d Collectibles (28%) Gain	Box 3 Nontaxable Distributions	2012 Gross Dividends Amount
A						
B						
C						
D						
E						

Tax-Exempt Interest Code:
1 - 1099-DIV
2 - Private Activity Bonds
3 - Both

	Form 1099-DIV		
	Box 4 Federal Withholding	Box 5 Investment Expenses	State Withholding
A			
B			
C			
D			
E			

Foreign Taxes Paid or Accrued:

	Source	Name of Foreign Country Imposing Tax	X if Tax Accrued	Date Paid or Accrued (Mo/Da/Yr)	Tax Amount (in Foreign Currency)	Tax Amount (in U.S. Dollars)
A						
B						
C						
D						
E						

Additional State Information:

	Payer ID	New Hampshire Reason Dividend is Nontaxable
A		
B		
C		
D		
E		

Foreign Bank Accounts and Trusts:

	Yes	No
At any time during 2013, did you have an interest in or a signature or other authority over a financial account in a foreign country, such as a bank account, securities account, or other financial account?		
If Yes, enter name of foreign country _____		
Were you the grantor of, or transferor to, a foreign trust that existed during 2013, whether or not you had any beneficial interest in it?		

2013

Business Income and Cost of Goods Sold

Name of Business: _____

Principal Business or Profession: _____

TSJ ____

Employer ID number _____

Street address _____

City, state and ZIP code _____

Method of inventory _____

Method of accounting _____

Business Questions for 2013:

	Yes	No
Did you dispose of this business?		
If Yes, what was the disposition date? (Mo/Da/Yr) _____		
Was there a change in determining quantities, costs or valuations between opening and closing inventory?		
Were you involved in the operations of this business on a regular, continuous and substantial basis?		
Have you prepared or will you prepare all required Forms 1099?		

	2013 Amount	2012 Amount
Health insurance premiums paid for yourself and your dependents		

Income:

Please enclose copies of all Forms 1099-K

	2013 Amount	2012 Amount
Other gross receipts or sales		
Less returns and allowances		

Cost of Goods Sold:

	2013 Amount	2012 Amount
Beginning inventory		
Purchases less cost of items withdrawn for personal use		
Cost of labor (do not include amounts paid to yourself)		
Materials and supplies		

Other Costs of Cost of Goods Sold:

Description	2013 Amount	2012 Amount

Ending inventory		

Other Income:

Description	2013 Amount	2012 Amount

2013

Business Expenses and Property & Equipment

6A

Name of Business: _____

Principal Business or Profession: _____

Expenses:

	2013 Amount	2012 Amount
Advertising		
Car and truck expenses		
Parking fees and tolls		
Commissions and fees		
Contract labor		
Employee benefit programs and health insurance (other than pension and profit-sharing plans)		
Insurance (other than health)		
Interest - mortgage (paid to banks, etc.)		
Interest - other		
Legal and professional fees		
Office expense		
Pension and profit-sharing plans		
Rent or lease - vehicles, machinery and equipment		
Rent or lease - other business property		
Repairs and maintenance		
Supplies (not included in Cost of Goods Sold)		
Taxes and licenses		
Travel		
Meals and entertainment		
Utilities		
Wages		
Dependent care benefits		

Other Expenses:

Description	2013 Amount	2012 Amount

Property and Equipment: Please attach a list if more space is needed

X if not new	Acquisitions - Description	Date Acquired (Mo/Da/Yr)	Cost

Dispositions - Description	Date Acquired (Mo/Da/Yr)	Cost	Date Sold (Mo/Da/Yr)	Selling Price

2013

Business Expenses - Vehicle and Other Listed Property

6B

Name of Business: _____

Principal Business or Profession: _____

Listed Property Questions for 2013:

	Yes	No
Do you have evidence to support your deduction?	☐	☐
If Yes, is the evidence written?	☐	☐
Do you have evidence to support the business use percentage claimed on listed property?	☐	☐
If Yes, is the evidence written?	☐	☐

If you are an employer who provides vehicles for use by employees:

	Yes	No
Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees?	☐	☐
Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees?	☐	☐
Do you treat all use of vehicles by employees as personal use?	☐	☐
Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles and retain the information received?	☐	☐
Do you meet the requirements for qualified demonstration use by maintaining a written policy statement that prohibits vehicle use by individuals other than full-time vehicle salespersons, use for personal vacation trips, storage of personal possessions in the vehicle and limits the total mileage outside the salesperson's normal working hours?	☐	☐

Vehicle:

	Vehicle 1	Vehicle 2
Description of vehicle		
Date placed in service (Mo/Da/Yr)		
Do you (or your spouse) have another vehicle available for your personal use?	☐ Yes ☐ No	☐ Yes ☐ No
Was your vehicle available for use during off-duty hours?	☐ Yes ☐ No	☐ Yes ☐ No

Mileage:

	Vehicle 1 2013 Miles	Vehicle 1 2012 Miles	Vehicle 2 2013 Miles	Vehicle 2 2012 Miles
Total miles				
Total business miles				
Total commuting miles for the year				

Actual Expenses:

	Vehicle 1 2013 Amount	Vehicle 1 2012 Amount	Vehicle 2 2013 Amount	Vehicle 2 2012 Amount
Gasoline, oil, repairs, insurance, etc				
Interest				
Taxes				
Fair market value of leased vehicle				
Vehicle rentals/leases				

2013

Business Expenses

6C

Name of Business: _____

Principal Business or Profession: _____

Business Expenses: Enter all expenses at 100 percent

If these expenses are to be divided between two or more businesses, please enter the percentage to apply to this business . . . _____ %

	2013 Amount	2012 Amount
Parking fees and tolls		
Local transportation		
Travel expenses		
Meals and entertainment		

Other Business Expenses:

Description	2013 Amount	2012 Amount

Reimbursements: Please list only reimbursements NOT reported in Box 1 of your Form W-2

	2013 Amount	2012 Amount
Amount received for other expenses		
Amount received for meals and entertainment		

If you are a statutory employee, does your employer's reimbursement plan for meals and entertainment allow for offset of other reimbursements? ☐ Yes ☐ No

Vehicle:

If these vehicle expenses are to be divided between two or more businesses, please enter the percentage to apply to this business _____ %

Description of vehicle _____

Date vehicle was placed in service (Mo/Da/Yr) _____

Do you (or your spouse) have another vehicle available for personal purposes? ☐ Yes ☐ No

Was your vehicle available for personal use during off-duty hours? ☐ Yes ☐ No

	2013	2012
Total miles		
Total business miles		
Average daily commuting miles		
Total commuting miles for the year		
Gasoline and oil		
Repairs		
Insurance		
Interest		
Taxes		
Value of employer provided vehicle		
Temporary vehicle rentals		
Fair market value of leased vehicle		
Vehicle leases		

Other Vehicle Expenses:

Description	2013 Amount	2012 Amount

2013

Business Use of Home

6D

Name of Business: _____

Principal Business or Profession: _____

Partial Use of Your Home for Business:

	2013	2012
Square footage of home used exclusively for business		
Total square footage of home		
Total hours home was used for day care during the year		

	Yes	No
Was your home used for day care purposes for the entire year?		
Were improvements made to the home and/or home office since the time you began using the home for business?		

Expenses: Enter all expenses at 100 percent

Direct expenses benefit the business part of your home.
Example: Cost of painting or repairs made to the specific area or room used for business.

Indirect expenses are required for keeping up and running your entire home.
Example: Real estate taxes.

	Direct Expenses		Indirect Expenses	
	2013 Amount	2012 Amount	2013 Amount	2012 Amount
Casualty losses				
Deductible mortgage interest paid to:				
Financial institutions				
Individuals				
Real estate taxes				
Insurance				
Qualified mortgage insurance premiums				
Repairs and maintenance				
Utilities				
Rent				

Other Expenses:

Description	Direct Expenses		Indirect Expenses	
	2013 Amount	2012 Amount	2013 Amount	2012 Amount

Seller-Financed Mortgage Interest Information:

Name of Individual to Whom Mortgage Interest Was Paid	Identification Number of Individual	Address of Individual to Whom Mortgage Interest Was Paid

2013

Sales of Stocks, Securities, Capital Assets & Installment Sales

Gains or Losses from Sales of Stocks, Securities and Other Capital Assets:

Please enclose all Forms 1099-A, 1099-B, 1099-S and copies of mutual fund statements for the year

Did you have any of the following during the year?

	Yes	No
Mutual fund transactions		
Exchange of any securities or investments for something other than cash		
Sales of inherited property		
Sales of any stock or stock options at a loss and purchases of the same or substantially similar stock or options 30 days before or 30 days after the sale		
Commodity sales, short sales or straddles		
Reinvestment of the proceeds of the sale of a publicly traded security into an SSBIC interest		
Reinvestment of the proceeds of the sale of qualified small business stock in other qualified small business stock		
Debts that became uncollectible		
Securities that became worthless		
Sale of any property where you will receive payments in future years		

	TSJ	Kind of Property and Description	Date Acquired (Mo/Da/Yr)	Date Sold (Mo/Da/Yr)	Gross Sales Price (Less Commissions)
A					
B					
C					
D					
E					
F					
G					
H					

	Cost or Other Basis	Federal Tax Withheld	State Tax Withheld
A			
B			
C			
D			
E			
F			
G			
H			

Installment Sales:

Do not include interest received in principal amount

TSJ	Property Description	Date Sold (Mo/Da/Yr)	2013 Principal Received	2012 Principal Received

Worksheets: Gains and Losses > Stocks, Securities and Other Non-Passive Transactions and Installment Sales > General and Schedule of Receipts / Collections

Forms D-1, D-5, D-6, D-7 and D-11

2013

Sale of Your Home and Moving Expenses

Sale or Exchange of Your Home:

Please attach the closing statements from the purchase and sale of your former and new homes

Former Home Information:

TSJ . . . . . ____

Date acquired . . . . . (Mo/Da/Yr) _____

Date sold . . . . . (Mo/Da/Yr) _____

Selling price . . . . . _____

Original Cost and Cost of Improvements:

Description	Amount

Sale Expenses:

Commissions, legal fees, advertising and other expenses.

Description	Amount

Did you personally own and occupy the home for at least 2 of the 5 years preceding the sale? . . . . . ☐ Yes ☐ No

If your spouse is deceased, did the sale occur within two years of the date of death and did your spouse live in the home for at least 2 of the 5 years preceding the sale? . . . . . ☐ Yes ☐ No

If you had a foreign mortgage on the above property, please provide the amount of the mortgage retired on the sale and the date the mortgage was acquired or the date the mortgage was most recently renegotiated _____

Moving Expenses:

TSJ . . . . . ____

Were the moving expenses reimbursed by your employer? . . . . . ☐ Yes ☐ No

Enter reimbursements not included in wages on your Form W-2 . . . . . _____

Mileage:

	Miles
Number of miles from old home to new workplace	
Number of miles from old home to old workplace	
Number of automobile miles in move	

Transportation Expenses:

	Amount
Costs of transportation of household goods and personal effects	
Costs of travel and lodging (do not include meals or automobile expenses)	
Automobile expenses (gasoline, oil, etc.)	
Meals (Pennsylvania only)	

2013

Individual Retirement Account (IRA) Information

Individual Retirement Account (IRA):

TS . . . . . ____

IRA Questions for 2013:

	Yes	No
Are you covered by an employer's retirement plan?		
If no, is your spouse covered by an employer's retirement plan?		
Do you want to limit your IRA contribution to the maximum amount deductible on your tax return?		
If no, do you want to contribute the maximum allowable amount to your IRA even though you may not qualify for an IRA deduction?		
Did you use any IRA as security for a loan this year?		
Did you have any transactions with any IRA during the year?		

If Yes, please explain. _____

IRA Values, Rollovers, and Distributions: **Please enclose copies of all Forms 1099-R**

Total value of all traditional IRAs on December 31, 2013	
Outstanding rollovers on December 31, 2013	
Total distributions converted to Roth IRAs	
Total retirement plans converted to Roth IRAs	

Contributions: **Please enclose copies of all Forms 5498**

IRA:

Contributions in 2013 for the 2013 tax return	
Contributions in 2014 for the 2013 tax return	
Amount for 2013 you choose to be treated as nondeductible	

Roth IRA:

Contributions made for the 2013 tax year	

Distributions:

Please enclose all Forms 1099-R and any nontaxable distribution details

Name of Payer	2013 Gross Distributions	Taxable Amount	Federal Tax Withheld	State Tax Withheld	Is this a Rollover?	2012 Gross Distributions

2013

Pension, Annuity and Retirement Plan Information

9A

Pensions and Annuities: Please enclose all Forms 1099-R and any nontaxable distribution details

TSJ	Name of Payer	2013 Gross Distributions	Taxable Amount	Federal Tax Withheld	State Tax Withheld	Is this a Rollover?	2012 Gross Distributions

Self-Employed Retirement Plan: Please enclose copies of all Forms 1099-R

	Taxpayer		Spouse	
	Yes	No	Yes	No
Have you established a self-employed retirement or SIMPLE plan with deductible contributions?				
Do you want to contribute the maximum amount allowed?				

Contributions to:	2013 Amount	2013 Amount
Simplified employee pension plan		
Defined benefit plan		
Defined contribution plan		
SIMPLE plan		

2013

Rental and Royalty Income and Expenses

10

Location of Property: _____

TSJ . . . . . ____

Type of property . . . _____

	Yes	No
Have you prepared or will you prepare all required Forms 1099?		

	2013	2012
Ownership percentage if not 100%	%	
How many days was this property rented at fair market value?		
How many days was this property used personally (including use by family members)?		

Income: Please enclose copies of all Forms 1099-K

	2013 Amount	2012 Amount
Rents received		
Royalties received		

Other Income:

Description	2013 Amount	2012 Amount

Expenses:

	2013 Amount	2012 Amount
Advertising		
Auto and travel		
Cleaning and maintenance		
Commissions		
Insurance		
Legal and other professional fees		
Management fees		
Mortgage interest paid to banks, etc.		
Mortgage interest paid to individuals		
Other interest		
Repairs		
Supplies		
Taxes		
Utilities		
Dependent care benefits		
Employee benefits		

Other Expenses:

Description	2013 Amount	2012 Amount

2013

Partnership, S Corporation, Estate, Trust and REMIC Income

11

Partnership Income: Please enclose all Schedules K-1

TSJ	Entity Name	Employer ID Number	Health Insurance Paid by Entity

S Corporation Income: Please enclose all Schedules K-1

TSJ	Entity Name	Employer ID Number	Health Insurance Paid by Entity

Estate and Trust Income: Please enclose all Schedules K-1

TSJ	Entity Name	Employer ID Number

Real Estate Mortgage Investment Conduit (REMIC) Income: Please enclose all Schedules Q

TSJ	Entity Name	Employer ID Number

Worksheets: Fiduciary Passthrough, Fiduciary Passthrough (A), Partnership Passthrough, Large Partnership Passthrough, S Corporation Passthrough and Other Passthrough

Forms K-1 through K-12, IRS-K1 1065, IRS-K1 1120S and IRS-K1 1041

2013

Farm Income

12

Proprietor's Name: _____

Principal Crop or Activity: _____

TSJ ____

Employer identification number _____

Method of accounting _____

Farm Questions for 2013:

	Yes	No
Did you dispose of this farm?		
If Yes, what was the disposition date? (Mo/Da/Yr) _____		
Have you prepared or will you prepare all required Forms 1099?		

	2013 Amount	2012 Amount
Health insurance premiums paid for yourself and your dependents		

Sales of Livestock and Other Items Bought for Resale (Cash Method Only):

Description	2013		2012	
	Amount Received	Cost or Other Basis	Amount Received	Cost or Other Basis

Income (Accrual Method):

Description	Beginning Inventory	Cost of Items Purchased	Sales	Ending Inventory

Income:

Please enclose copies of all Forms 1099-K

	2013 Amount	2012 Amount
Sales of livestock, produce, grains, etc. you raised		
Total cooperative distributions (Forms 1099-PATR)		
Taxable cooperative distributions		
Total agricultural program payments		
Taxable agriculture program payments		
Total Commodity Credit Corporation (CCC) loans		
Total crop insurance proceeds and certain disaster payments received in 2013		
Taxable crop insurance proceeds received		
Crop insurance proceeds deferred from prior year		
Custom hire (machine work) income		
Federal gasoline tax or fuel tax credit or refund		
State gasoline tax or fuel tax credit or refund		

Other Income:

Description	2013 Amount	2012 Amount

2013

Miscellaneous Income, Adjustments and Alimony

Please enclose Forms: W-2G, 1099-MISC, 1099-RRB, 1099-SSA, 1099-SA, 1099-LTC, 1099-G and 1098-E

Miscellaneous Income and Adjustments:

	TSJ ____		TSJ ____	
	2013 Amount	2012 Amount	2013 Amount	2012 Amount
Taxable pensions and annuities received				
Nontaxable pensions and annuities received				
Federal withholding on pensions and annuities				
State withholding on pensions and annuities				
Unemployment compensation received				
Unemployment compensation repaid in 2013				
Social security benefits received				
Social security benefits repaid in 2013				
Medicare premiums withheld				
Tier 1 railroad retirement benefits received				
Tier 1 railroad retirement benefits repaid in 2013				
Taxable IRA distributions				
Nontaxable IRA distributions				
Total lump sum social security received				
Lump sum taxable social security				
Other federal withholding				
Other state withholding				

State and Local Income Tax Refunds:

TSJ	State	City	Tax Year	Income Tax Refund	
				State	Local

Other Income:

TSJ	Nature and Source	2013 Amount	2012 Amount

Alimony Paid or Received:

TSJ	Recipient's Name	Recipient's Social Security No.	Alimony Received?	2013 Amount	2012 Amount

Worksheets: Other Income > Miscellaneous Income, Social Security Benefit Statement, Certain Government Payments, Miscellaneous, Refunds of State and Local Income Taxes and Alimony Received and Other Adjustments > Alimony Paid

Forms M-1, M-2, M-3, IRS-1099G, IRS-1099MISC and IRS-SSA 1099

2013

Miscellaneous Adjustments

13A

Educator Expenses: Deduction for amounts paid by educators of kindergarten through Grade 12

TS	2013 Amount	2012 Amount

Health Savings Accounts (HSAs)

TS	Description	2013 Amount	2012 Amount
	Contributions made for 2013		
	Distributions received from all HSAs in 2013		

	Yes	No
What type of coverage applies to your high deductible health plan? ☐ Self only ☐ Family		
Were any HSA contributions listed above also shown on your Form W-2?		
Were all distributions from your HSA for unreimbursed medical expenses?		
Did you or your spouse enroll in Medicare?		

If yes, what month did you enroll? _____

What month did your spouse enroll? _____

Other Adjustments to Income: Please enclose all Forms 1098-E for Student Loan Interest Paid

TSJ	Nature and Source	2013 Amount	2012 Amount

2013

Ministerial Income

13B

TS . . . . . ___

	Yes	No
Are these deductions associated with a business?		

If Yes, enter the name of the business: _____

Are these deductions employee business expenses?		

If Yes, enter the occupation: _____

Parsonage:

	2013 Amount	2012 Amount
Fair rental value of parsonage provided by church		
Utility allowance of parsonage		
Actual expenses for utilities of parsonage		

Rental or Parsonage Allowance:

	2013 Amount	2012 Amount
Parsonage or rental allowance		
Utility allowance		
Actual expenses for parsonage		
Actual expenses for utilities		
Fair rental value of home, plus the cost of utilities		

2013

Itemized Deductions - Medical and Taxes

Medical and Dental Expenses:

	TSJ	2013 Amount	2012 Amount
Prescription medicines and drugs			
Total medical insurance premiums paid (Do not include medicare premiums paid)			
Long-term care expenses			
Total insurance reimbursement			
Number of miles traveled for medical care			
Lodging			
Doctors, dentists, etc.			
Hospitals			
Lab fees			
Eyeglasses and contacts			
Cobra assistance premiums in 2013			

	2013 Amount	2012 Amount
Taxpayer long-term care insurance premiums paid		
Spouse long-term care insurance premiums paid		

Other Medical Expenses:

TSJ	Description	2013 Amount	2012 Amount

Taxes Paid: Please include copies of your tax bills

	TSJ	2013 Amount	2012 Amount
Personal property taxes paid (include vehicle taxes)			
General sales taxes paid on specified items			

Itemize real estate taxes by state.

TSJ	Real Estate Taxes	2013 Amount	2012 Amount

Other Taxes Paid:

TSJ	Description	2013 Amount	2012 Amount

If you purchased or sold your home in 2013, did you include any taxes from your closing statement in the amounts above? ☐ Yes ☐ No

2013

Itemized Deductions - Mortgage Interest and Points

14A

Mortgage Questions for 2013:

	Yes	No
If you purchased or sold your home, did you include any mortgage interest from your closing statement in the amount below?		
Did you refinance your home? (If Yes, please enclose the closing statement.)		
If Yes, how many years is your new mortgage loan? _____		
Did you purchase a new home or sell your former home during the year?		
If Yes, please enclose the closing statements from the purchase and sale of your new and former homes.		
If Yes, also, did you (or your spouse, if married) have an ownership interest in a principal residence in the US during the 3 year period prior to the purchase of this home?		
If Yes, did you (and your spouse, if married at the time of purchase) own and use the same home as a principal residence in the U.S. for any 5 consecutive year period during the 8 year period ending on the purchase date of the new home?		

Home Mortgage Interest Paid To Financial Institutions:

TSJ	Paid To	Did You Receive Form 1098?		2013 Amount	2012 Amount
		Yes	No		

Other Home Mortgage Interest Paid:

TSJ	Paid To		ID Number	2013 Amount	2012 Amount
	Name	Address			

Deductible Points:

TSJ	Paid To	Did You Receive Form 1098?		2013 Amount	2012 Amount
		Yes	No		

Mortgage Insurance Premiums:

Premiums paid or accrued for qualified mortgage insurance.

TSJ	2013 Amount	2012 Amount

Investment Interest Expense:

Interest paid on money you borrowed that is allocable to property held for investment.

TSJ	Paid To	2013 Amount	2012 Amount

Worksheet: Itemized Deductions > Home Mortgage Interest Paid to a Financial Institution and Deductible Points, Other Home Mortgage Interest Paid, Investment Interest Expense Deduction and Mortgage Insurance Premiums
Forms A-3, A-4 and 1098MIS

2013

Itemized Deductions - Miscellaneous

Miscellaneous Itemized Deductions:

	TSJ	2013 Amount	2012 Amount
Union and professional dues			
Tax preparation fee			
Professional subscriptions			
Hobby expense (To extent of income)			
Safe deposit box			
Uniforms and protective clothing			
Work tools			
Gambling losses			
Estate taxes			

Other Itemized Deductions:

Examples:

- Certain legal and accounting fees
- Investment expenses
- Custodial fees
- Employment agency fees
- Certain educational expenses

TSJ	Description	2013 Amount	2012 Amount

Casualty or Theft Loss:

TSJ ____

Property description _____

Which of the following describes the type of property that sustained the casualty or theft loss?

☐ Personal use ☐ Business use ☐ Income producing ☐ Employee Use ☐ Personal use due to Hurricane Katrina

☐ Personal use attributable to a federally declared disaster between 2007 and 2009

☐ Personal use attributable to Midwestern disaster area

☐ Personal use attributable to Kansas disaster area

☐ Personal use attributable to insolvent or bankrupt financial institution losses on deposits

Date acquired (Mo/Da/Yr) _____

Date damaged or lost (Mo/Da/Yr) _____

Original cost or other basis

Fair market value before casualty

Fair market value after casualty

Cost of replacement

Insurance reimbursement

2013

Itemized Deduction - Business Use of Home

16A

Partial Use of Your Home for Business:

	2013	2012
Square footage of home used exclusively for business		
Total square footage of home		
Total hours home was used for day care during the year		

	Yes	No
Was your home used for day care purposes for the entire year?		
Were improvements made to the home and/or home office since the time you began using the home for business?		

Expenses: Enter all expenses at 100 percent

Direct expenses benefit the business part of your home.
Example: Cost of painting or repairs made to the specific area or room used for business.

Indirect expenses are required for keeping up and running your entire home.
Example: Real estate taxes.

	Direct Expenses		Indirect Expenses	
	2013 Amount	2012 Amount	2013 Amount	2012 Amount
Casualty losses				
Deductible mortgage interest paid to:				
Financial institutions				
Individuals				
Real estate taxes				
Insurance				
Qualified mortgage insurance premiums				
Repairs and maintenance				
Utilities				
Rent				

Other Expenses:

Description	Direct Expenses		Indirect Expenses	
	2013 Amount	2012 Amount	2013 Amount	2012 Amount

Seller-Financed Mortgage Interest Information:

Name of Individual to Whom Mortgage Interest Was Paid	Identification Number of Individual	Address of Individual to Whom Mortgage Interest Was Paid

2013

Employee Business Expenses

17

TS: ____ **Occupation:** _____

Business Expenses: **Enter all expenses at 100 percent**

If these expenses are to be divided between Schedule A (Itemized Deductions) and one or more businesses, please enter the percentage to apply to Schedule A . . . . . %

	2013 Amount	2012 Amount
Parking fees and tolls		
Local transportation		
Travel expenses		
Meals and entertainment		

Other Business Expenses:

Description	2013 Amount	2012 Amount

Reimbursements: **Please list only reimbursements NOT reported in Box 1 of your Form W-2**

	2013 Amount	2012 Amount
Amount received for other expenses		
Amount received for meals and entertainment		

Does your employer's reimbursement plan for meals and entertainment allow for offset of other reimbursements? . . . . ☐ Yes ☐ No

Vehicle:

If these vehicle expenses are to be divided between Schedule A (Itemized Deductions) and one or more businesses, please enter the percentage to apply to Schedule A . . . . . %

Description of vehicle . . . . . _____

Date vehicle was placed in service . . . . . (Mo/Da/Yr) _____

Do you (or your spouse) have another vehicle available for personal purposes? . . . . . ☐ Yes ☐ No

Was your vehicle available for personal use during off-duty hours? . . . . . ☐ Yes ☐ No

	2013	2012
Total miles		
Total business miles		
Average daily commuting miles		
Total commuting miles for the year		
Gasoline and oil		
Repairs		
Insurance		
Taxes		
Value of employer provided vehicle		
Temporary vehicle rentals		
Fair market value of leased vehicle		
Vehicle leases		

Other Vehicle Expenses:

Description	2013 Amount	2012 Amount

2013

Employee Business Expenses- Business Use of Home

17A

Partial Use of Your Home for Business:

	2013	2012
Square footage of home used exclusively for business		
Total square footage of home		
Total hours home was used for day care during the year		

	Yes	No
Was your home used for day care purposes for the entire year?		
Were improvements made to the home and/or home office since the time you began using the home for business?		

Expenses: Enter all expenses at 100 percent

Direct expenses benefit the business part of your home.
Example: Cost of painting or repairs made to the specific area or room used for business.

Indirect expenses are required for keeping up and running your entire home.
Example: Real estate taxes.

	Direct Expenses		Indirect Expenses	
	2013 Amount	2012 Amount	2013 Amount	2012 Amount
Casualty losses				
Deductible mortgage interest paid to:				
Financial institutions				
Individuals				
Real estate taxes				
Insurance				
Qualified mortgage insurance premiums				
Repairs and maintenance				
Utilities				
Rent				

Other Expenses:

Description	Direct Expenses		Indirect Expenses	
	2013 Amount	2012 Amount	2013 Amount	2012 Amount

Seller-Financed Mortgage Interest Information:

Name of Individual to Whom Mortgage Interest Was Paid	Identification Number of Individual	Address of Individual to Whom Mortgage Interest Was Paid

2013

Child/Dependent Care Expenses & Education Expenses

18

Child/Dependent Care Expenses:

General Information:

TSJ . . . . . ____

Were you or your spouse a full time student or disabled? . . . . . ☐ Yes ☐ No

Did you pay an individual for services performed in your home? . . . . . ☐ Yes ☐ No

Expenses incurred in 2012 but paid in 2013	
Employer-provided dependent care benefits that were forfeited in 2013	
2012 carryover used in grace period	

Child/Dependent Care Providers:

Provider 1:

Name . . . . . _____

Street address . . . . . _____

City, state and ZIP code . . . . . _____

Social security number OR . . . . . _____

Employer identification number . . . . . _____

Telephone number (California only) . . . . . _____

	2013 Amount	2012 Amount
Expenses incurred and paid in 2013		
Expenses incurred and not paid in 2013		

Provider 2:

Name . . . . . _____

Street address . . . . . _____

City, state and ZIP code . . . . . _____

Social security number OR . . . . . _____

Employer identification number . . . . . _____

Telephone number (California only) . . . . . _____

	2013 Amount	2012 Amount
Expenses incurred and paid in 2013		
Expenses incurred and not paid in 2013		

Qualifying Persons for Child/Dependent Care Expenses:

First Name and Initial	Last Name	Social Security Number	2013 Expenses Incurred	2012 Expenses Incurred

Higher Education Expenses for Education Credits and/or Tuition Fees Deduction:

Qualified expenses are for post-secondary education tuition and related expenses; they do not include room or board. Include a detailed listing of the expenses.

Please enclose copies of all Forms 1098-T

First Name and Initial	Last Name	Social Security Number	Grade	2013 Qualified Expenses

Worksheets: 2441 - Child and Dependent Care Expenses and Tuition Statement

Forms P-1 and P-16

2013

Household Employment Taxes

General Information:

TSJ . . . . . ____

Employer identification number . . . . . _____

	Yes	No
Did you pay any one household employee cash wages of $1,800 or more in 2013?		
Did you withhold any federal income tax from wages paid to any household employee?		
Did you pay total cash wages of $1,000 or more in any calendar quarter of 2012 or 2013?		

Social Security, Medicare and Income Taxes:

	2013 Amount	2012 Amount
Cash wages subject to social security taxes		
Cash wages subject to Medicare taxes (if different than cash wages subject to social security)		
Cash wages subject to additional Medicare tax withholding		
Federal income tax withheld		
State disability plan payments subject to social security taxes		
State disability plan payments subject to Medicare taxes (if different than plan payments subject to social security)		

Federal Unemployment (FUTA) Tax:

	Yes	No
Did you pay unemployment contributions to more than one state?		
Were all of the wages subject to FUTA tax subject to the state's unemployment tax?		

State	Total Cash Wages Subject to FUTA	2012 Amount

Complete the following for all state unemployment contributions made:

X if payment to be made after April 15, 2014 →

Name of State	Total Taxable Wages	Contribution Paid to Unemployment Fund	X	2012 Amount

2013

Federal Tax Payments

Refund Application:

If you have an overpayment of 2013 taxes, do you want the excess:

Refunded . . . . . ☐ Yes ☐ No

Applied to your 2014 estimated tax liability ☐ Yes ☐ No

Federal Estimated Tax Payments:

		Amount Due	Date Paid if Not Date Due (Mo/Da/Yr)	Amount Paid
2013 1st Quarter Estimate	(Due 04-15-2013)			
2013 2nd Quarter Estimate	(Due 06-17-2013)			
2013 3rd Quarter Estimate	(Due 09-16-2013)			
2013 4th Quarter Estimate	(Due 01-15-2014)			

2012 overpayment applied to 2013 estimate . . . . . ☐

Tax Planning Information for Tax Year 2014:

Do you expect any of the following to occur in 2014?

	Yes	No
A change in your marital status	☐	☐
A change in the number of your dependents	☐	☐
A substantial change in your income	☐	☐
A substantial change in your withholding	☐	☐
A substantial change in deductions	☐	☐

If you answered Yes to any of the above questions, please provide details.

2013

State and City Tax Payments

20A

State and City Estimated Tax Payments:

TSJ ___
State/City _____

	Amount Due	Date Paid if Not Date Due (Mo/Da/Yr)	Amount Paid
2013 1st Quarter Estimate			
2013 2nd Quarter Estimate			
2013 3rd Quarter Estimate			
2013 4th Quarter Estimate			

2012 overpayment applied to 2013 estimate . . . . . .

Balance of prior year(s)' tax paid in 2013 plus amount paid with 2012 extensions . . . . . .

Estimated tax payments for 2012 paid in 2013 . . . . . .

State and City Estimated Tax Payments:

TSJ ___
State/City _____

	Amount Due	Date Paid if Not Date Due (Mo/Da/Yr)	Amount Paid
2013 1st Quarter Estimate			
2013 2nd Quarter Estimate			
2013 3rd Quarter Estimate			
2013 4th Quarter Estimate			

2012 overpayment applied to 2013 estimate . . . . . .

Balance of prior year(s)' tax paid in 2013 plus amount paid with 2012 extensions . . . . . .

Estimated tax payments for 2012 paid in 2013 . . . . . .

State and City Estimated Tax Payments:

TSJ ___
State/City _____

	Amount Due	Date Paid if Not Date Due (Mo/Da/Yr)	Amount Paid
2013 1st Quarter Estimate			
2013 2nd Quarter Estimate			
2013 3rd Quarter Estimate			
2013 4th Quarter Estimate			

2012 overpayment applied to 2013 estimate . . . . . .

Balance of prior year(s)' tax paid in 2013 plus amount paid with 2012 extensions . . . . . .

Estimated tax payments for 2012 paid in 2013 . . . . . .

2013

Gambling Winnings

Please enclose all of your current year Forms W-2G

TS	Name of Payer	Gross Winnings	Tax Withheld	
			Federal	State

2013

Additional Information

2013

California Information (Page 1 of 2)

General Information:

Enter the amount of Internet or out of state purchases for which you did not pay sales tax . . . . .

Residency Information:

Complete this section only if you were a resident of any other state during any portion of the year	Taxpayer	Spouse
If you became a resident of California in 2013, enter - State of prior residence abbreviation		
- Date of move (Mo/Da/Yr)		
If you became a nonresident of California in 2013, enter - New state of residence abbreviation		
- Date of move (Mo/Da/Yr)		
If you were a military nonresident, enter state of residence abbreviation		
If you were a military nonresident, enter state stationed in abbreviation		
If you were a prior resident of California, enter the date you moved back to California (Mo/Da/Yr)		
If you were a prior resident of California, enter the date you left California (Mo/Da/Yr)		

	Taxpayer Yes	Taxpayer No	Spouse Yes	Spouse No
Did you own homes and/or properties in California during 2013?				

	Taxpayer	Spouse
How many days during 2013 were spent in California?		
Date entered California if prior to 2013 (Mo/Da/Yr)		
Date left California if prior to 2013 (Mo/Da/Yr)		

Voluntary Contributions: Enter the amount you wish to contribute on your 2013 tax return to the following funds:

California Seniors Special Fund	
Alzheimer's Disease/Related Disorders Fund	
California Fund for Senior Citizens	
Rare and Endangered Species Preservation Program	
Children's Trust Fund for the Prevention of Child Abuse	
California Breast Cancer Research Fund	
California Firefighters' Memorial Fund	
Emergency Food Assistance Program	
California Peace Officer Memorial Fund	
California Sea Otter Fund	
CA Cancer Research Fund	
Municipal Shelter Spay-Neuter Fund	
Child Victims of Human Trafficking Fund	
California YMCA Youth and Government Fund	
California Youth Leadership Fund	
Protect Our Coast and Oceans Fund	
Arts for Kids Fund	
American Red Cross, California Chapters Fund	