

Happy New Year!

2009 Taxes

Another year has come and gone, and we hope that 2009 has brought many good things your way. There is a NEW LAW starting January 2009 with the 2008 tax return. If you don't file for 3 years in a row, you'll be charged with a FELONY. Get your appointment to catch up ASAP. The IRS is still heavy into audits – KEEP YOUR RECEIPTS! WE EXPECT TO CONTINUE TO SEE A LOT OF AUDITS IN THE 2010 YEAR. If you receive an audit letter, call our office and come in to sign a Power of Attorney to have Lynda represent you – for fees starting as low as \$100.00.

WHAT TO BRING FOR YOUR 2009 TAX APPOINTMENT:

1. A copy of last year's tax return.

Amount paid for preparation \$_____ (if we did not prepare them).

2. Any doors, windows or installation for home: \$_____

3. Each person's Name, D.O.B., and Soc. Security Number (Soc. Sec. Card if new client).

4. Sales tax paid on a new car, purchased in 2009.

5. Proof of INCOME EARNED:

A. W2 FORMS, 1099 FORMS, AND K-1 FORMS

B. INVESTMENTS: 1099's for Dividends, Interest, and Stock Sales

C. VA BENEFITS? \$_____ UNEMPLOYMENT RECEIVED? \$_____
SOCIAL SECURITY? \$_____ (Bring Forms) Did you receive a \$250.00 rebate? YES or NO

D. DOCUMENTATION OF ALL OTHER FORMS OF INCOME (1099-Misc, Foreign Income, etc.).

4. Proof of EXPENSES:

A. TOTAL MEDICAL EXPENSES: \$_____ (Must exceed 7 1/2% of Income to count.)

B. MORTGAGE INTEREST PAID: \$_____ PROPERTY TAXES PAID: \$_____

- Interest on a Contract for Deed requires you to bring Name, Address, and SS# of Contract Holder.

C. CLOSING PAPERS & HUD STATEMENTS FROM ALL PURCHASES/SALES/REFINANCES.

D. 2009 (for deduction) & 2010 (for rebate) PROPERTY TAX STATEMENT AND/OR 2009 CRP FORM.

E. CONTRIBUTIONS:

- RECEIPT & CHECK: \$_____
- NON-CASH: \$_____

Note: All donations need a receipt from the organization, as well as proof of payment (i.e., Canceled check or credit card receipt). For non-cash donations, keep receipt and list of items donated.

F. UNION DUES: \$_____ UNREIMBURSED JOB EXPENSES: \$_____

G. JOB SEARCH EXPENSES: \$_____

H. MOVING EXPENSES: \$_____ (If you moved 50+ miles because of a new job)

I. DAYCARE/PRESCHOOL EXPENSES PAID: \$_____

- Please bring Name, Address, and Social Security Number (or Fed. ID#) for Daycare Provider.

J. EDUCATION EXPENSES FOR K-12 DEPENDENTS: \$_____ (who, what, why, amount)

K. COLLEGE/TECH. EDUCATION EXPENSES FOR SELF OR DEPENDENT: \$_____

L. STUDENT LOAN INTEREST PAID: \$_____

M. IRA, SEP, OR KEOGH CONTRIBUTIONS: \$_____ WITHDRAWALS: \$_____
ROLLOVERS: \$_____ (Please Bring Documentation of any such transactions.)

N. IF YOU RECEIVED OVER \$10,000.00 FROM ANY NON-TAXABLE FOREIGN SOURCES, YOU MUST REPORT IT TO AVOID A 50% PENALTY BUT IT WILL REMAIN TAX FREE.

FREE ELECTRONIC FILING!*

*Available Only With Paid Tax Preparation at Lynda Mohs Tax Service

INCOME:

SALES AND RECEIPTS: \$ _____ (what people paid you)(bring your 1099's)

COST OF GOODS:

PURCHASES OR COST OF GOODS: \$ _____ (what you paid for materials and products)

ENDING INVENTORY: \$ _____ (your cost of what's on hand Dec. 31st of retail materials to sell)

EXPENSES:

ADVERTISING & PROMO: \$ _____

ACTUAL AUTO EXPENSES (If not using mileage):
\$ _____

TOTAL MILES DRIVEN (For all reasons): _____

*SUB CONTRACTORS: \$ _____

BUSINESS INSURANCE: \$ _____

BUSINESS INTEREST: \$ _____

BUSINESS INTERNET: \$ _____

LEGAL AND ACCTNG: \$ _____

OFFICE & POSTAGE: \$ _____

BUSINESS RENT: \$ _____

OFFICE UTILITIES: \$ _____

EQUIPMENT RENTAL: \$ _____

SUPPLIES: \$ _____

EQUIPMENT REPAIRS: \$ _____

TRAVEL: \$ _____

MEALS & ENTERTAINMENT: \$ _____

SALES TAX PAID: \$ _____

BANK CHARGES: \$ _____

DUES & SUBSCRIPTIONS: \$ _____

RESEARCH & EDUCATION: \$ _____

PHONES & COMMUNICATIONS: \$ _____

CELL PHONE: \$ _____

COMPUTER SOFTWARE: \$ _____

PRINTING & FILM PROCESSING: \$ _____

PARKING: \$ _____

HEALTH INSURANCE PAID: \$ _____

BUSINESS GIFTS (\$25 max/client): \$ _____

WAGES PAID: \$ _____

PAYROLL TAXES: \$ _____

EMPLOYEE BENEFITS: \$ _____

IN HOME OFFICE EXPENSES:

(Sole Proprietor's Only – Corporations do NOT qualify)

SQ FT OF HOME: _____ SQ FT OF OFFICE: _____

MORTGAGE INTEREST ON HOME: \$ _____

PROPERTY TAXES: \$ _____

INSURANCE ON HOME: \$ _____

UTILITIES: \$ _____ CABLE TV: \$ _____

REPAIRS & MAINTENANCE: \$ _____

ASSOCIATION DUES: \$ _____

RENT: \$ _____

ADDITIONAL FOR DAYCARE PROVIDERS:

FOOD USED:

Note: If you provide us totals for Breakfasts, Snacks, and Lunches/Dinners, we can calculate an allowed per diem.

OF BREAKFASTS _____

OF LUNCHESES _____

OF SNACKS _____

LAUNDRY & CLEANING: \$ _____

CRAFTS, PARTIES, HOLIDAYS: \$ _____

RECREATION & OUTINGS: \$ _____

EDUCATION & SCIENCE: \$ _____

TOYS, GAMES, & BOOKS: \$ _____

NEW HOUSEHOLD FURNISHINGS: \$ _____

FIRST AIDE & SAFETY: \$ _____

PAPER PRODUCTS: \$ _____

ALL BUSINESSES:

FED ESTIMATED TAX PAID: \$ _____

STATE ESTIMATED TAX PAID: \$ _____

OTHER (Use Back if needed):

*Assets & New Equipment – LARGE items that don't get used up: List on back with prices and dates purchased.

*Bring information for selling business assets or information when changing autos.

*Closing Costs from Buys & Sells.

*Dates of Asset Purchases and Sales are very important.

*NOTE—Subcontractors in the construction industry need withholding tax—Call & talk to LeAnn to set this up.

RENTAL PROPERTY INFO**2009***Do a separate sheet for each property.***INCOME:**

RENT RECEIVED: _____

(Security Deposits are not Income until you apply them to rent due.)

Interest paid on refunding is deductible, but NOT the deposit.

EXPENSES:

ADVERTISING: \$ _____ REPAIRS: \$ _____

MILES DRIVEN FOR RENTAL: \$ _____ SUPPLIES: \$ _____

CLEANING & MAINTENANCE: \$ _____ **PROPERTY TAXES: \$****INSURANCE ON PROPERTY: \$** UTILITIES: \$ _____

LEGAL & PROFESSIONAL: \$ _____ IMPROVEMENTS: \$ _____

MGMT FEES: \$ _____ APPLIANCES: \$ _____

MORTGAGE INTEREST: \$ _____ OTHER: \$ _____

**Bring all Closing Papers (HUD Statements) from Buying, Selling, or Refinancing Your Rental Properties.

**Landlords need to provide CRP Forms to tenants by January 31st, 2010.

(Call our office if you need a CRP Form)

CORPORATIONS, PARTNERSHIPS, AND LLC'S

ADDITIONAL THINGS TO BRING:

- Names, Addresses, Soc. Sec. Number, and percentage ownership for each shareholder/partner.
- Year-End Balances for the following:
 - Cash on Hand
 - All Bank Accounts
 - All Loans/Credit Cards
 - Accounts Receivables/Payables
 - Owner/Partner Draws and/or Investments
 - Ending Inventory
- Payroll Information—Bring copies of W-2's and Quarterly Payroll Reports if we didn't do them.
- If you use Accounting Software, please bring Print-outs of the following:
 - Profit/Loss Statement for entire year on Cash Basis (unless company is on Accrual Basis)
 - Balance Sheet as of 12/31/2009.
 - General Ledger Detail for Asset and Expense Accounts – FOR WHOLE YEAR.

NOTE: It is helpful to provide the Profit/Loss and Balance Sheet 1 to 2 weeks before your appointment.