

PERSONAL DATA 2018 TAX YEAR (Online at 4TAXPREP.COM)

	CLIENT (C)	SPOUSE (S)
Last Name		
First Name		
Middle Name		
Soc. Sec. #		
Occupation		
Birthdate	Blind <input type="checkbox"/>	Blind <input type="checkbox"/>
Address		
	City:	State: Zip:
Home Phone		
Work Phone		
Cell Phone		
Email		
State Return		

(For office use only)

(IP PIN)
(IP PIN)

County:

--

Dir Dep (Form 8888)

Rte #
Acct #
Do not Efile <input type="checkbox"/>

FILING STATUS: S MFJ MFS (Months sep. ___) HH (Must be dependent) QW (Year ___)

EXEMPTIONS: ARE YOU CLAIMED AS A DEPENDENT ON ANOTHER'S TAX RETURN (e.g., YOUR PARENTS)?

CHILDREN & OTHER DEPENDENTS (\$4,150 – no deduction)

1- CHILD; 2 – PARENT; 3 – OTHER dependent; E – EIC; C – Child Tax Credit; A – Am. Opp. Credit; L – Lifetime Learning Credit
 Definitions of “qualifying child”, “qualifying relative”, & “dependent”, effect Child Tax Credit, EIC, & Head of Household.

1-3	NAME	BIRTH DATE	SOCIAL SECURITY #	RELATION	Mos @ HOME	INCOME > \$1050	> 1/2 Support	E	C	A	L

Non-custodial Parent: Form 8332 from ex-spouse

*** W – 2s***

PREPARER WILL COMPLETE THIS PART

EMPLOYER									
EMPLOYER TIN									
C or S (pension <input type="checkbox"/>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAGES									
FEDERAL W/H									
STATE W/H									
LOCAL W/H									
SOC SEC WAGE									
MEDICARE WAGE									
DEPENDENT CARE									
OTHER (Combat / tips)									

FICA: (Base is \$128,400 - 12.4% / unlt'd - 2.9%+.9%) Self: \$15,922 / 2.9%+; Eee: \$7,961 / 1.45%+; CSRS Eee: \$0 / 1.45%+ EXCESS: C S

1099-R (Pensions, IRAs, SEPs, KEOGHs, Annuities, etc.) See p.13 for pension/annuity info

PREPARER WILL COMPLETE THIS SECTION

PAYOR									
PAYOR TIN									
C or S and Code		Code		Code		Code		Code	
TOTAL									
TAXABLE									
FEDERAL W/H									
STATE W/H									
IRA <input type="checkbox"/> QCD <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	
OTHER (FMV 12/31)									

INTEREST INCOME (1st column J- Joint; C-Client; S- Spouse)

FIRST – List Seller Financed Mortgages [List BUYER'S SOCIAL SECURITY # and ADDRESS on page 14]

SOURCE	TYPE	Amount	PAB	SOURCE	TYPE	Amount	PAB

Child under 18 or dependent full time student under 24 at trust/estate tax rate (Form 8615) (>2,100)
 May report income of Child under 18 on parents' return (Form 8814) [may result in higher tax]
 Post 1989 EE Sav Bonds for edu exp (+ §529 plans & Coverdell ESA contr.) (Form 8815) (MAGI phaseout)

DIVIDEND INCOME (Bring all 1099s) (Qual div 15% / 20%) *****PREPARER WILL COMPLETE THIS PART*****

SOURCE	Tot DIV	Qual DIV 60 Day Rule	Tot CG	REIT QBID	Non Div	Note 1	#	FrnTax	Fed Int

Note 1: Enter Sec 1250; Sec 199A; Sec 1202; or 28% Collectible #: Enter "A" if Sec 1250; "B" if Sec 199A; "C" if Sec 1202; "D" if 28% Coll.
Foreign Account Y N must file **FBAR: FinCEN Form 114** if > \$10,000 (sig auth) anytime during calendar year.
Due date: 04/15/19. Not part of tax return - Send to **US Dept of the Treasury, PO Box 32621, Detroit MI 48232-0621.**
Foreign financial assets (not real estate) > \$50,000 at anytime during the calendar year: Y N
 Then **Form 8938** must be filed with tax return or **\$10,000+ penalty**

OTHER SOURCES OF INCOME

2017 STATE RETURN: (PAID _____) REFUND _____

Prior year Filing status _____ Total Sch. A deducted _____

If you received a refund or paid an additional amount for a year prior to 2017, (e.g., you filed a prior year late, filed an amended return, or were audited) please furnish this information in the margin.

ALIMONY [post 2018 Agreement; no income / no deduction]: **Amount** _____

If you are uncertain whether the amount you received is taxable as Alimony, bring a copy of your Agreement or Court Decree setting forth the payments due. Many persons mistakenly include Alimony that is not required to be included.

SCHEDULE C: Income from SELF EMPLOYMENT (list on page 9)

SCHEDULE D: Sale of Stocks, Bonds, Real Estate, or Personal Property (List on page 10)

Please remember to inform us of:

- Carryover of Capital Losses
- Installment sales from prior years
- Stock options (Form 3921 / 3922 / other)
- Bad debts
- Worthless Securities
- Like Kind Exchanges (Form 8824)

SCHEDULE E: (See page 13 regarding Passive Loss)

- RENTAL PROPERTIES (List on page 11)
- Royalties (List on page 11 [or page 9 if from self employment])
- PARTNERSHIPS / LLCs (Bring K-1 & basis info)
- Subchapter S Corp. (Bring K-1 & basis info)
- TRUSTS or ESTATES (Bring K-1)
- Real Estate Mortgage Investment Conduit (Bring 1099)

SCHEDULE F - FARMING (or **Form 4835**--Rental of Farm Land)

Bring list of all income, expenses, & depreciable property. Use page 11 or 14 to list income / expenses.

NET OPERATING LOSSES from prior years (beginning 2018; no carryback)

UNEMPLOYMENT COMPENSATION (C/S?)

SOCIAL SECURITY BENEFITS (Bring statement) (85% MAY BE TAXABLE)

TIPS/GRATUITIES not on your W-2 (C/S?)

PRIZES, AWARDS, GAMBLING WINNINGS (C/S?)

OTHER: (Note: **Foreign Earned Income Exclusion** is \$103,900; 284.66 / day; **Housing Allow** is amount > 16,624; calc / day; max 31,170+)

	(C/S?)		
	(C/S?)		
LTC Benefits (1099-LTC, Form 8853 p.2)	(C/S?)		
Cancellation of debt (Form 1099-A/1099-C; [Form 982])	(C/S?)		

ESTIMATED TAXES (Include Sch H) Safe Harbor – 100%; 110% (if AGI > 150,000) / **STATE TAX INFO SCH A**

Jan 2018 state payments for 2017			VA		State2	
Paid state in 2018 with Extension for 2017			VA		State2	
Paid state in 2018 for 2017 Return / other yr			VA	See page 3	State2	See page 3
Applied from 2017 return		Fed	VA		State2	
1st Qtr	Date:	Fed	VA		State2	
2nd Qtr	Date:	Fed	VA		State2	
3rd Qtr	Date:	Fed	VA		State2	
4th Qtr	Date:	Fed	VA		State2	
Extension	Date:	Fed	VA		State2	
Other	Date:	Fed	VA		State2	

DEDUCTIONS FROM GROSS INCOME

	C	S		C	S
Educator expense (\$250)			MSA; LTC-1099 (Form 8853)		
§2106 (reservist, artist, govt Eee)			Health Sav Acct (Form 8889)		
Trad IRA <70.5 (5500/1000)			SE Health Ins (100%)		
Roth IRA (5500/1000) (phaseout)			KEOGH / SEP / SIMPLE		
IRA nondeductible cont. '87-'16			CD Early W/draw penalty		
ABLE acct			Alimony paid [pre 2019 agreement]		
Student Loan int (\$2,500)			Recipient Soc Sec #		
Tuition & Fees deduct or credit	Exp.	Exp.	QBI [qual business income deduction]	<input type="checkbox"/>	<input type="checkbox"/>
Dependent:	Yr:		Retired Pub Safety Officer		
Dependent:	Yr:				

MOVING EXP (Military)

	C	S
Date to <input type="checkbox"/> / from <input type="checkbox"/>	State:	
Distance Test > 50 Miles	Old to New	
	Old to Old	
Time Test (Eee 39 / 52; Eor 78 / 104)	Y <input type="checkbox"/> N <input type="checkbox"/>	
Cost to move possessions:		
Moving Co / Truck rental		
Miles 18¢ _____		
Other:		
Costs to move persons/pets:		
Travel		
Lodging		
Other:		
Other:		
Meals (not deductible after 1994)		

Comments:

- Note:** Cannot claim tuition deduction & credit for same student.
- Note:** SIMPLE max is \$12,500 / \$3,000 additional if 50 +.
- Note:** SEP & KEOGH now can be 25% to max \$55,000.
- Note:** 401k / 403b / 457 max is \$18,500 / \$6,000 additional if 50 +.
- Remember ROTH 401(k) / ROTH 403(b) / ROTH 457 options.
- If you convert TradIRA to RothIRA must pay tax; **cannot reverse**.
- Some taxpayers may consider making nondeductible TradIRA contributions & converting to a RothIRA. **Caveat:** Must look at potential tax. The tax calculation considers all TradIRAs not just the TradIRA account being converted.

Estate tax applicable exclusion amount: 11,180,000

Annual Gift Tax Exclusion: \$15,000 / recipient.

EMPLOYEE BUSINESS EXP (Suspended)		
Comments: reservists, performing artists, & fee base		
govt. officials are above the line.		

TRAVEL EXPENSE Employee <input type="checkbox"/> or Self Employed <input type="checkbox"/>		
	C	S
Parking, tolls		
Local transportation		
Air fare		
Lodging (actual cost / CONUS)		
Auto rental		
Other:		

OTHER *EMPLOYEE*** BUSINESS EXP**

SELF EMPLOYED: use Sch C on page 9

Dues (professional / union)		
Gifts (< \$25 /person)		
License / Fees / Insurance		
Phone 100% <input type="checkbox"/> long dist. <input type="checkbox"/>		
Printing / Copying		
Rent (not home office)		
Stationery / Supplies / Pubs		
Tools / Safety equipment		
Uniforms / Cleaning		
Utilities (not home office)		
Other:		
Other:		

MEALS / [ENTERTAINMENT not deductible]

Enter amount @ 100%

IRS tables: per diem rates: Lodging / meals – Incidentals (M&IE)
Lodging 93/94 M&IE 51/55 DOT M&IE 63/68; High/Low H 68/216; L 57/191

REIMBURSEMENT:

Travel exp. / in W – 2 <input type="checkbox"/>		
Other exp. / in W – 2 <input type="checkbox"/>		
Ent.or meals / in W – 2 <input type="checkbox"/>		

AUTO EXPENSE Employee or Self Employed

Identify vehicle C <input type="checkbox"/> S <input type="checkbox"/>		
Date in service		
Total Miles (entire year)		
Business Miles: 54.5¢		
Average daily commuting		
Total commuting for year		
Other personal use car available	Y ___	N ___
If Eor auto, off-hour private use	Y ___	N ___
Evidence of business use	Y ___	N ___
Is the evidence written	Y ___	N ___
Gas		
Repairs / Maint / Washes		
Insurance / Auto Club		
License / Inspections		
Other (P/P tax):		
Lease/rental payments (or interest)		
If leasing – FMV of car if new		
Inclusion amt if actual exp		
Reimbursed / in W-2 <input type="checkbox"/>		
Depr (25¢ / mi or See p. 12)		

INTEREST & TAXES – Employees deduct taxes on Sch. A.
Self employed: interest to Sch. C / taxes split Sch. A / Sch. C.

OFFICE IN HOME Self Employed Simplified

Sq. footage of office		
Total Sq. footage of home		
Percentage		
Rent (if renting home)		
Mortgage interest		
R/E Taxes		
Insurance: Hazard / PMI		
Electric / Gas		
Water / Trash		
Maintenance		
Other:		
Reimbursed / in W-2 <input type="checkbox"/>		
Depreciation (See page 12)		

CASUALTY LOSS (Disaster area; > 100; > 10% AGI)	
I.D.	Date acq:
Date of event	Cost
FMV Before	After
Ins reimburse Y <input type="checkbox"/> N <input type="checkbox"/>	Amt
Police report Y <input type="checkbox"/> (#) N <input type="checkbox"/>	

TAX CREDITS / MISC

FOREIGN TAX CREDIT	Income	Tax paid
Country		
Country		

CHILD & DEPENDENT CARE CREDIT [Sch H]?

# qual persons (disabled or < 13)	1 <input type="checkbox"/> (3,000)	2 <input type="checkbox"/> (6,000)
Total amount paid by employers (see p.1)		

Provider #1

In your home (Soc Sec – 2,100 / yr; FUTA – 1,000 / qtr)	Y <input type="checkbox"/> N <input type="checkbox"/>
Address	
Soc Sec # (or Tax ID #)	
Amount Paid	

Provider #2

In your home (Soc Sec – 2,100 / yr; FUTA – 1,000 / qtr)	Y <input type="checkbox"/> N <input type="checkbox"/>
Address	
Soc Sec # (or Tax ID #)	
Amount Paid	

Provider #3

In your home (Soc Sec – 2,100 / yr; FUTA – 1,000 / qtr)	Y <input type="checkbox"/> N <input type="checkbox"/>
Address	
Soc Sec # (or Tax ID #)	
Amount Paid	

HOUSEHOLD EMPLOYEE (SCH H) Y N

ELDERLY CREDIT (>65; AGI < 25,000) Sch. R

DISABILITY CREDIT (permanent & total) Sch. R

TAX CREDITS / MISC (cont.)

CHILD/Other dependant credit (\$2000 / \$500)

CTC may be refundable up to \$1,400. [Form 8812]
Phaseout SS 200K / MFJ 400K

EDUCATION CREDITS (Form 8863 / 8917) (See p. 4)

Am Opp: 100% of 1st 2,000. 25% of next 2,000. 4 Years
40% refundable; phaseout MFJ 160K - 180K; S 80K - 90K, MFS - NA

Lifetime Learning: (20% of 1st 10,000)
Phaseout MFJ 114K - 134K S 57K - 67K MFS - NA

RETIREMENT SAV CONTR CREDIT (Form 8880)

Credit is 10%, 20%, or 50% of first \$2,000 to qualified plan;
AGI phaseout.

C – amount of qualified contribution

S – amount of qualified contribution

VEHICLE CREDIT Fuel Cell . Plug- in (Form 8910/8936)

I.D. (Form 3800 if Business portion) Exp.

ENERGY CREDITS (REEP / NBEP Exp) (Form 5695)

I.D.

I.D. REEP 30% (no max; Incl Installation)

I.D. NBEP (200/500; total 2005-2016) Exp.

ADOPTION CREDIT (Form 8839) (Max 13,810)

Year Final: _____ Special Needs Child

Child's Name:

Soc Sec #: Amount

MORTGAGE INTEREST CREDIT (Form 8396)

Generally, not in Virginia (limited to max \$2,000)
Certificate rate X mortgage interest

HOME BUYER CREDIT (Form 5405) (Copy HUD-1)

Recapture Home Buyer Credit

Recapture \$7,500 credit (500/yr for 15 years)

Recapture all credits if property sold, etc.

EARNED INCOME CREDIT

Remember combat pay election. Y N

OTHER CREDITS:

Other credits exist (i.e. fuel credit [Form 4136], low income housing credit, research credits, work opportunity credit, etc).
Generally our clients will only incur these on a Schedule K-1 from a partnership or LLC.

I.D.

I.D.

I.D.

I.D. Employment Tax Credit

I.D. Small Employer Health Ins Credit

MISCELLANEOUS		
Alternative Minimum Tax (Form 6251)	<input type="checkbox"/>	
Minimum Tax Credit (Form 8801- See below**)	<input type="checkbox"/>	
Soc Sec Tax on Tips	C <input type="checkbox"/> S <input type="checkbox"/>	
AGI last year's return		
Total Tax last year's return		
ES TAXES next yr	Fed	C <input type="checkbox"/> S <input type="checkbox"/>
	State	C <input type="checkbox"/> S <input type="checkbox"/>
STATE ADJUSTMENTS		
Age 62/65 deduction phaseout		
Charitable Mileage adjustment		
Consumer Use Tax		
Fed interest exclusion		
Long Term Care Health Insurance		
LTC Credit (post 12/31/05 contracts 15% prem)		
Lump sum distribution, if 10yr averaging		
Political Contribution		
TEI inclusion (other state muni bonds)		
VCSP (VPEP/VEST) tuition plans (\$4,000)		
Other: (Military spouse now exempt)		
VA AGI last year's return		
TOTAL TAX last year's return		

IRA Information		C	S
Participant in Employer plan		Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
2018 Trad IRA deductible (5,500/1000)			
2018 Trad IRA nondeductible "			
2018 Roth IRA (5,500 / 1000)			
Trad IRA to Roth IRA Conversion			
'87-'17 Trad IRA nondeductible cont.			
Fill in the IRA yr end values if (i) you converted a Trad IRA to a Roth IRA, (ii) you took a distribution from a Roth IRA, or (iii) you took a distribution from a Trad IRA and have made a nondeductible Trad IRA contribution in any year.			
	TYPE	12/31/17 value	12/31/18 value
Total all Trad IRAs	C		
Total all Trad IRAs	S		
Total all ROTH IRAs	C		
Total all ROTH IRAs	S		
Roth 5 yr hld period	Y <input type="checkbox"/> N <input type="checkbox"/>	C	
Roth 5 yr hld period	Y <input type="checkbox"/> N <input type="checkbox"/>	S	

**If Taxpayer has a Minimum Tax Credit in 2018, then may need to check if Form 8801 was filed 2006 - 2017.

MORTGAGE INTEREST [Residence and/or 2nd home]

Loans between 10/13/1987 and 01/01/2018: and the total cost is more than **\$1,000,000** [\$500,000 if Married Filing Separately]

Loans after 12/31/2017: and the total cost is more than **\$750,000** [\$375,000 if Married Filing Separately]

	Residence \$ / date of loan	2nd Home \$ / date of loan
1st Mortgage balance on date of purchase		
2nd Mortgage balance on date of purchase		
3rd Mortgage balance on date of purchase		

Beginning in tax year 2018: *Home equity loans are not deductible, regardless of the date of the loan*** UNLESS:**

(i) made for home improvements, or (ii) proceeds of the loan was used for another deductible category other than home mortgage interest (e.g., to purchase business or rental property).

We may need to know the entire loan history of your Residence or 2nd Home (the date of each loan [or increase, if a line of credit], and the amount of each loan [or increase]).

AMT: qualified mortgage interest from cashout refi, HEQ, or 2nd trust does not qualify for mortgage deduction under AMT.

Also mortgage interest for boats and mobile homes used on a transient basis does not qualify under AMT.

SCHEDULE C (Specified Service Trade or Business [SSTB]) (Statutory Eee)

<input type="checkbox"/> S <input type="checkbox"/> Activity:	Business Name:
Product/Service:	Address:
Code:	Eor I.D. # :

Accounting method: Cash Accrual Other _____
 Inventory method: Cost Lower Cost / Market Other (attach explanation) N/A

Change in method between opening & closing inventory? Yes No.
 Did you materially participate in this business? Yes No.
 Is this the first Schedule C filed for this business Yes No.

REVENUE	INVENTORY
Gross receipts - TOTAL	Beginning inventory
1099-K:	Purchases (less personal use)
1099-Misc:	Cost of labor in inventory
Other:	Materials / supplies / other in inventory
Returns & Allowances	Ending inventory

EXPENSES	New [and complicated] Qualified Business Income Deduction (QBID)
Advertising	Rent Vehicles, Machinery, Equipment
CAR/TRUCK EXP (see page 6)	other business property
Commissions and fees	Repairs & Maintenance
Contract Labor	Supplies (not in inventory)
Depletion	Taxes and Licenses
DEPRECIATION / Sec. 179 (See p. 12) ***	TRAVEL (See page 6)
<i>Sec 179 amount 1,000,000 (+ Bonus Depreciation)</i>	Meals (@100%) [No Entertainment]
Employee benefit programs	(50% DEDUCTIBLE – 80% DOT)
Insurance	Utilities (____%) (Amt _____)
Health Ins / LTC _____ (medicare B/D)	Wages (Less empl. credit _____)
Interest: Mortgage	Other: Phone (100% business or Long Dist only)
Other	Other:
Legal & prof. services (incl. % tax prep)	Other:
Office expense	Other:
Pension & profit sharing	Other:
Other: (new Unit of Property Rules)	Other:
Other:	Other:
Other:	Other: Office in Home see p. 6 (carry-over <input type="checkbox"/>)
Other:	Daycare: food: 1.31 B, 2.46 L/S; .73 Snk (3)

All at Risk **Form 6198** *** **Business intangibles (e.g., Goodwill) may be amortized.**
OTHER EXP. : e.g., Bank Charges, Books, Cleaning, Copying / Printing, Dues / Prof. Assoc., Education (Courses, Seminars, Prof. Meetings), Fees, Freight, Gifts (< \$25 / person), Laundry, Licenses, Misc., Painting, Postage, Pubs / Subscriptions, Etc.
 IF YOU SOLD ANY CAPITAL ASSETS OF THIS BUSINESS see page 10 – PERSONALTY [or page 14 if necessary]

SCHEDULE D: * 2018 new brackets *** FORM 8949 / FORM 4797 / FORM 8960 (NIIT)**

LTCG rate (>12 mos) 0% / 15% / 20% / + 3.8% (net inv income); 25% §1250 depreciation recap; 28% Collectibles.
Long Term Capital Gain

STOCKS, BONDS, SECURITIES: Bring all 1099-B Forms 1099-B TOTAL _____

Cov? A-F	C/S/J	Description	Acq Date	Sale Date	Sales Price	Cost/ Basis	Comments

NEW Reinvestment in Qualified Opportunity Zones to avoid capital gains tax (enter info on p 14):

Special rules for Qualified Small Business Stock held 5 yrs (IRC Section 1202). Also, tax-free rollover of gains on publicly traded securities, if all proceeds from sale are used to purchase SSBIC (Specialized Small Business Investment Co.) stock.

PERSONALTY:

Description	Acq. Date	Sale Date	Sales Price	Cost/Basis	Improvements	Depreciation

REAL ESTATE: Bring settlement sheets for purchase & sale of the property (also a list of improvements for the property). For sale of a residence, if part of the gain may be taxable, bring a copy of the tax return for the year that you purchased the residence being sold.

05/07/97: New Sale of Residence Rules: exclude gain up to \$250,000 (\$500,000 if filing MFJ), if you own & occupy the property as your primary residence 24 months out of last 60 months. **2008 change:** 500,000 exclusion for surviving spouse, if sell within 2 yrs of DOD.

New rules if your residence was converted from property used in like kind exchange or used after 12/31/08 as other than residence.

This column for sale of residence		Description or Address					
24 Mo own	C <input type="checkbox"/> S <input type="checkbox"/>	Acquisition Date					
24 Mo occupy	C <input type="checkbox"/> S <input type="checkbox"/>	Sale Date					
		Sale Price					
Employment	C <input type="checkbox"/> S <input type="checkbox"/>	Selling Expense					
Health	C <input type="checkbox"/> S <input type="checkbox"/>	Cost Basis (incl. Land)					
Date last exclusion		Settle / Acq. Costs					
Elect to exclude	Y <input type="checkbox"/> N <input type="checkbox"/>	Improvements					
Pre 8/6/97 Contract	Y <input type="checkbox"/> N <input type="checkbox"/>	Depreciation					
DEPR post 5/6/97		Excess Depreciation					

Remember (i) passive loss rules, (ii) depreciation recapture, (iii) ITC (investment tax credit) recapture, and (iv) all installment sale rules.

Remember Sec. 1231 asset rules (capital gain / ordinary loss); **and recapture of Sec. 1231 losses within last five years.**

Remember Sec. 1244 stock (small business stock) rules.

Remember to use **Form 8824** for like – kind exchanges (e.g. autos, real estate).

COMMENTS: INCLUDE: Installment Sales from prior years Bad Debts
Carry-over of Losses from prior year Worthless Securities

SCHEDULE E - RENTAL INCOME & EXPENSES

List depreciable items on page 12. Bring settlement sheet for new properties or old properties being rented for the first time. If converting a former residence to rental property, bring the tax return from the year you purchased the former residence.

REAL ESTATE PROFESSIONALS (i.e., real estate agents, developers, etc) **WHO OWN RENTAL PROPERTIES MAY ELECT TO HAVE THE RENTAL PROPERTY EXEMPTED FROM THE "PASSIVE LOSS RULE" LIMITATIONS** (See Rev Proc 2011-34)

Property	ADDRESS	MGT / HRS	Days rented
1		<input type="checkbox"/>	
2		<input type="checkbox"/>	
3		<input type="checkbox"/>	
4		<input type="checkbox"/>	
FORM 6198 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
RENT (not on 1099)			
RENT (1099 - K, Misc, Other)			
ROYALTIES			
ADVERTISING			
AUTO \$ or MILES			
TRAVEL: AIRFARE			
LODGING			
MEALS @ 100%			
CLEANING / MAINTENANCE			
COMMISSIONS			
INS. (HAZARD)			
PMI			
Legal / Prof Fees (% Tax Prep)			
MANAGEMENT FEES			
MORTGAGE INT. 1ST			
2ND			
OTHER INTEREST			
REPAIRS (new rules; ok if < 2,500)			
SUPPLIES			
TAXES			
UTILITIES			
OTHER: Condo fees/HOA			
Telephone			
QBID safe harbor			
Form 3115 for unclaimed depr.			

Is any property a "VACATION HOME" (rental property also used by client/family, etc.)? Y N

If Vacation Home: Days occupied by Family _____ Other @ > FMV _____ Other @ < FMV _____

Is property used by client / family / etc. greater than 14 days or 10% of rental period? Y N

MACRS / ACRS / DEPRECIATION / SEC. 179

For property already set up for depreciation, please bring last year's tax return.

For new items this tax year, you need only fill in "description" & "date acquired / converted" columns below. For (i) new property or (ii) personal use property converted to business use in this tax year, please bring the bill of sale for personal property or the settlement sheet for real estate, or other information to determine cost or basis.

Listed property (autos, computers, cameras, videos, etc. not cell phones): written evidence of business use? Y N

UNDER METHOD USED:

If ACRS write the # of years followed by "A" (e.g., 3A, 5A, 10A, 15A, 18A, 19A).

If Alternate ACRS method is elected or required, write the # of years followed by "ASL."

MACRS is written as ACRS replacing (i) "A" with an "M" or (ii) "ASL" with "MSL" or "ADS."

If pre-1981 property and/or not MACRS, use "SL" "200DB" "150DB" or "125DB."

***** Sec. 179 property : \$1,000,000 (phaseout) (off the shelf software qualifies) (Max SUV > 6,000 lbs – \$25,000)

100% Bonus Depreciation for 2018 – 2022 [automatic unless you elect out]

FOR LISTED PROPERTY: If business use is less than 50%, then no Sec. 179 and only "ASL" or "ADS."
Also MACRS/ACRS is limited by ceiling amounts

FILL OUT FIRST TWO COLUMNS ONLY

THE PREPARER WILL COMPLETE THE TABLE

PREPARER: REMEMBER RECAPTURE RULES! Also, remember to determine if investment credit was taken.

DESCRIPTION OF PROPERTY	DATE ACQUIRED/ CONVERTED	COST OR OTHER BASIS	ADJUST OR LAND VALUE	% BUS. USE	METHOD USED	RATE (%) OR LIFE	PRIOR YRS AMT DEPR.	PRIOR YEARS DEPR.	FORM
TOTAL									

PREPARER: REMEMBER DEPRECIATION ALLOWED OR ALLOWABLE (Form 3115 to allow unclaimed depreciation in current yr)

Comments: New Unit of Property Rules

PASSIVE ACTIVITIES

Losses from passive activities can only be used as a deduction against income from passive activities. Passive activities are (i) any Trade or Business in which the taxpayer does not materially participate, (i.e., the taxpayer generally has the position of an investor), (ii) each Rental Property (real estate professional election) and (iii) each Limited Partnership interest (Certain oil / gas interests excepted).

Exception to the general rule limiting the deductibility of passive losses: Up to **\$25,000** (reduced by 50% of the amount your AGI exceeds **\$100,000**) of losses on residential rental properties may be deducted against nonpassive income (e.g., wages, interest); provided that you actively participate in the management of the property.

PENSIONS & ANNUITIES

If you received pension / annuity payments that may not be fully taxable and the **1099-R** or other statement does not accurately set forth the taxable amount, complete the following:

Name of payor			
Name of recipient			
Birthdate of recipient			
Pension / Annuity starting date			
Monthly amount			
Total amount received in current year			
Total received in full year, if current year isn't full year.			
Your cost or contribution			
Cost or contribution received in prior years			
Excludable amount, if known			
If survivorship rights, birthdate of survivor			
Monthly amount of survivorship pension/annuity			

Amount excluded is investment in contract:

(Pre 7/2/86 - three year rule) (CSRS Lump Sum: [Reg annuity - Reduced annuity] / Reg annuity = Non-tax %)

Simplified method for ANNUITIES (Excludable amount is **investment in contract / number of payments**).

Starting 7/2/86: Number of payments = (300 if under 56; 260 if 56-60; 240 if 61-65; 170 if 66-70; 120 if 71 or over).

Starting 11/19/96: Number of payments = (360 if under 56; 310 if 56-60; 260 if 61-65; 240 if 66-70; 160 if 71 or over).

Starting 1/1/98, if joint lives: Number of payments = (410 if under 111; 360 if 111-120; 310 if 121-130; 260 if 131-140; 210 if 141 or over).

If "investment in contract" includes the **death benefit exclusion** (up to **\$5,000**), then a **signed statement must be attached to the return.**
DEATH BENEFIT EXCLUSION HAS BEEN REPEALED FOR PAYMENTS AFTER AUG 20, 1996.

LUMP SUM DISTRIBUTION AVERAGING

If you received a lump sum distribution from a retirement plan or a tax shelter annuity that may be eligible for lump sum averaging, complete the following:

[10 year averaging, if age 50 before '86 (born before 1936)] [5 YEAR AVERAGING REPEALED AFTER 1999]

Name of payor			
Name of recipient			
Birthdate of recipient			
Reason distribution was received			
Member of plan 5 years before year of distribution			
Did you rollover any part of distribution			
Have you averaged a distribution in prior year			
Election regarding unrealized appreciation			

ADDITIONAL INFORMATION

Form 1095-A, B, and/or C Health Insurance Marketplace Statement

Form 8962 (Health Insurance) Premium Tax Credit (PTC)

Form 8965 Health Care Insurance Exemption:

Form 1098-T Education Expenses from College/University (required beginning 2015)

Section 199A Qualified Business Income Deduction (self employed, Partnerships, LLCs, Sub S Corp)

Investment in Qualified Opportunity Zone (Fund): Election to defer capital gains

Affordable Care Act provisions beginning 2014 tax return (adj per inflation).

Taxpayers Modified Adjusted Gross Income (MAGI) exceeds \$200,000 (\$250,000 for couples filing jointly).

(i) Subject to a Medicare payroll tax increase of .9% on earned income (e.g., wages and net self-empl income) above these amounts.

Employers will pay 1.45% and Employees will pay 1.45% on the first \$200,000 and 2.35% (1.45% + .9%) on the amount over \$200,000 (withheld by the Employer).

Self-employed will pay 2.9% on the first \$200,000 of net income and 3.8% on the amount over \$200,000 (or \$250,000 if filing jointly).

(ii) Subject to the new Medicare surtax of 3.8% on the lower of (a) your net investment income or (b) the amount that MAGI exceeds the \$200,000 / \$250,000 amounts.