

Kelly's Tax Service

Tax Worksheets

for Tax Year 2009

We have improved the tax worksheets for 2009. As always, we have been staying current on the latest tax law changes so we can keep you informed on how these changes will affect your individual circumstances. And it is our desire to help you identify where these changes will benefit you; to do this we need you to carefully complete all of the questions in the attached questionnaire, worksheets, and bring all documentation with you to your appointment. Thank you in advance, for taking the time to fill out the questionnaire and worksheets.

Name:
 Taxpayer _____ SS No. _____ Birthdate/Age _____

Spouse _____ SS No. _____ Birthdate/Age _____

Address: _____ Telephone (Home) (____) _____
 Telephone (Work) (____) _____
 Cell Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____

Occupation: Taxpayer _____ Spouse _____

Check One: Single Married Filing Joint Surviving Widow/Widower
 Married Filing Separately (enter spouse's name/SS No. Above) Unmarried Head of Household

Dependents Name	Birthdate/ Age	Social Security Number*										Relationship	No. of Months lived in your home in 2009	

***A personal exemption is disallowed for any dependent unless the Social Security number is provided on the tax return.**
 Members of your family attending college may make you eligible for a Hope Scholarship Credit, Lifetime Learning Credit, or Tuition and Fees Deduction. # Students _____

Taxpayer: 65 or over Blind/Disabled **Spouse:** 65 or over Blind/Disabled

Estimated Tax Payments

	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		TOTAL
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	
Federal									
State									
City									

Wage Income

T = Taxpayer

S = Spouse

Employer's Name	T or S	Wages		Federal W/H		FICA		Medicare		State W/H		City W/H	

Retirement Benefits Received (Enclose all 1099R Forms)

Payer	T or S	Amount	Plan Type

Payer	T or S	Amount	Plan Type

Interest Income (Enclose all 1099-INT Forms)

T = Taxpayer

S = Spouse

Payer	T or S	Amount	Seller Financed Mortgage		Early Withdrawal Penalty		Tax Exempt (Y or N)

Total Municipal Bond Interest Earned in 2009: \$ _____

For seller financed mortgage: Buyer's name, Social Security number and addresses: _____

Dividend Income (Enclose all 1099-DIV Forms)

T = Taxpayer

S = Spouse

Payer	T or S	Total Dividend	Qualified Dividend		Capital Gain Dist.	

Do you have funds in a foreign account? Yes No

Did you have any stock sales in 2009? If yes, submit all 1099B forms. Yes No

Installment Sale Payments Received: Interest \$ _____ Principal \$ _____

Buyer's name: _____ SS # _____ Address: _____

Other Benefits/Income Received (Enclose all 1099, SSA-1099, K-1s and other Misc. Forms)

	Social Security		Unemployment		Alimony		State Refund		Other	
Taxpayer										
Spouse										

Business Income (Attach 1099-MISC Forms)

Business Name _____
 Federal ID No. _____
 Principal Business Activity _____
 Principal Product _____
 Method Used to Value Inventory _____
 Accounting Method: Cash Accrual

Gross Income	Amount
Gross Income.....	_____
Less Returns/Allowances.....	_____

Cost of Sales	Amount
Beginning Inventory.....	_____
Purchases.....	_____
Cost of Labor.....	_____
Materials and Supplies.....	_____
Freight In.....	_____
Other.....	_____
Ending Inventory.....	_____

Deductions	Amount
Advertising.....	_____
Auto-Truck Expense.....	_____
Bad Debts.....	_____
Collection Expense.....	_____
Commissions.....	_____
Professional Dues & Subscriptions..	_____
Employee Benefit Program.....	_____
Freight & Express.....	_____
Utilities.....	_____
Insurance.....	_____
Interest—Mortgage.....	_____
Interest—Other.....	_____
Janitorial & Cleaning.....	_____
Laundry.....	_____
Legal & Accounting Fees.....	_____
Office Expense.....	_____
Postage.....	_____
Rent.....	_____
Repairs.....	_____
Salaries.....	_____
Supplies.....	_____
Telephone.....	_____
Travel.....	_____
Total Meals & Entertainment.....	_____

Business Miles:
 Total Miles: _____
 Business Miles: _____
 Personal Miles: _____
 Do you have evidence to support this deduction Yes No
 Is it written Yes No

Did you have business start-up costs in 2009? Yes No
 If so, was the business running by the end of 2009? Yes No
 Did you have income (or loss) on K-1 from Partnership, LLC, S Corp., Estate or Trust in 2009? Provide all copies of K-1.

Business Use of Home
 Total Area of Home: _____ sq. ft. Total area Used for Business: _____ sq. ft.
 Nature of Business Activity Performed in Home: _____
 Was Another Office Available to You Outside the Home? Yes No

Non-Exclusive Use by Day Care Providers Only:
 Hours/Day Used for Day Care: _____ Days/Year Used for Day Care: _____

Farm Income (Attach 1099 Forms)

Farm Name _____
 Principal Activity _____
 Accounting Method: Cash Accrual

Income	Amount
Sales of Items Bought for Resale.....	_____
Cost of Items Bought for Resale.....	_____

Sales of Livestock & Produce Raised Except for Breeding Stock	Amount
Feeders & Calves.....	_____
Pigs & Sheep.....	_____
Poultry & Eggs.....	_____
Dairy Products.....	_____
Corn, Peas, etc.....	_____
Wheat, Oats, Hay & Straw.....	_____
Fruit.....	_____
Patronage Dividends.....	_____
Agricultural Program Payments.....	_____
Commodity Credit Loans Neglected....	_____
CCC Loans: Forfeited.....	_____
Repaid with Certificates.....	_____
Crop Insurance Proceeds.....	_____
Federal Gasoline Tax Credit.....	_____
Other.....	_____

Deductions	Amount
Breeding Fees.....	_____
Chemicals.....	_____
Conservation Expenses.....	_____
Custom Hire (Machine Work).....	_____
Employee Benefits Programs.....	_____
Feed Purchased.....	_____
Fertilizers & Lime.....	_____
Freight & Trucking.....	_____
Gasoline, Fuel, Oil.....	_____
Insurance.....	_____
Interest—Mortgage.....	_____
Interest—Other.....	_____
Labor Hired.....	_____
Pension & Profit Sharing Plans.....	_____
Rent of Farm, Pasture.....	_____
Repairs, Maintenance.....	_____
Seeds, Plants Purchased.....	_____
Storage, Warehousing.....	_____
Supplies Purchased.....	_____
Taxes.....	_____
Utilities.....	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Retirement Contributions for 2009 Do you want to make any nondeductible IRA contributions? Yes No

	Taxpayer	Spouse
IRA or Roth, Specify		
SEP		
Keogh		
Other:		

Personal Itemized Deductions

Medical	Amount
Prescription Drugs.....	
Medical Insurance Premiums.....	
Long Term Care Ins. Premiums.....	
Medicare Premiums.....	
Doctors/Dentists.....	
Clinic/Lab Tests.....	
Hospitals.....	
Eyeglasses/Hearing Aids.....	
Orthopedic Shoes/Braces.....	
Medical Long Distance Phone.....	
Other.....	
_____ Miles.....	
Fares: Taxi, Bus, etc.....	
Do you have a medical savings acct.?	

Interest

Deductible Home Mortgage Interest Paid to Financial Institutions.....	
Home Equity Interest.....	
Deductible Home Mortgage Interest Paid to Individuals:*	
Name Address:*	

Social Security No.:*	
*Failure to provide is subject to a \$50 penalty.	
Deductible Points (Include Amortization Points from Prior Years).....	
Investment Interest (list).....	

Taxes

Real Estate.....	
Personal Property.....	
State & Local Income Tax.....	
State & Local General Sales Tax.....	

Charitable Contributions

Cash Contributions*.....	

Other Than Cash Contributions.....	

_____ Miles for Charity	

*Contributions of \$250 or more require written substantiation from the organizations.

Miscellaneous Deductions Subject to 2% AGI

Unreimbursed Employee Business Expense.....	
Union & Professional Dues.....	
Safe Deposit Box Rental.....	
Tax Return Preparation Fee.....	
Business Publications.....	
Business Telephone Calls.....	
Tools, Supplies, Equipment.....	
Employment-Related Education.....	
Investment Expenses.....	
Other.....	

Miscellaneous Deductions Not Subject to 2% AGI

Gambling Losses (limited to winnings).....	

Household Employee Information

Household Employer EIN: _____
 Did you pay any one household employee \$1,700 or more in 2009? Yes No
 Did you withhold Federal income tax during 2009 at the request of any household employee? Yes No
 Did you pay total cash wages of \$1,000 in any calendar quarter of 2009 to household employees? Yes No
 Was the employee under age 18? Yes No Student? Yes No
 Do you have a Form I-9 on file for your household employee? Yes No
 Household Employee Name: _____ Social Security Number: _____
 Address: _____

Gross Wages	FITW	SS Withheld	Employer Share FICA	Advance EIC	FUTA	State Unemployment

Moving Expenses

Enter No. of miles from your old home to your *new* workplace _____
 Enter No. of miles from your old home to your *old* workplace _____
 Date of Move _____ Arrival at New Location _____

	Amount		Amount
Cost to Ship and Pack Household Goods...	_____	Reimbursements (on W-2)? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Cost to Travel to New Home.....	_____	Other: _____	_____
Cost of Lodging During Move.....	_____		_____

Employee Business Expense

Travel Expense	Amount	
Air Fares.....		
Auto Rentals.....		
Entertainment.....		
Garage.....		
Hotel/Motel.....		
Meals.....		
Parking.....		
Postage.....		

	Amount	
Road Tolls.....		
Taxi, Subway.....		
Telephone, Telegraph.....		
Tips.....		
Other.....		
.....		
.....		
.....		

Automobile Expense

	Car 1	Car 2
Total Miles Driven		
Total Mileage		
Business Mileage		
Business Use %		
Average Daily Commuting		
Written Records Available	Y/N	Y/N
Is another vehicle available for personal use?	Y/N	Y/N
Is an employer-provided vehicle available for personal use?	Y/N	Y/N

	Car 1	Car 2
Actual Automobile Expenses		
Gas & Oil		
Insurance		
Licenses		
Lubrication		
Repairs		
Tires, Tire Repair		
Wash		
Other:		

Child Care Deductions (Number of Dependents Qualifying: _____)

Provider's Name & Address (Include Individual's Name and/or Org. Name)	SS No. or Federal ID	Amount

Did you receive employer-provided dependent care assistance benefits? Yes No Amount: \$ _____

Sale of Personal Residence (Attach copy of closing/settlement statement)

Date Old Residence Acquired	<i>Cost or Basis of Old Residence</i>
Cost of Improvements (landscaping, driveway, roof, etc.)	
Fixing Up Expenses (painting, repairs, etc.,) to Prepare for Sale	
Date Old Residence Sold	<i>Selling Price</i>
Expenses of Sale (commissions, legal fees, points, deed stamps, etc.)	
Was any part of residence rented or used for business?	
Was it your principal place of residence for 2 of the last 5 years, ending on date of sale?	
Date New Residence Acquired (or construction began)	
Date you occupied new residence	<i>Cost of New Residence</i>
If married do you and/or your spouse meet the ownership and residence requirements?	

Do you wish to designate your tax preparer or someone else to be contacted by the IRS in case any questions arise regarding your tax return? If yes, name the person. Yes No _____

To the best of my knowledge the enclosed information is correct and includes all income deductions and other information necessary for the preparation of this year's income tax returns for which I have adequate contemporaneous records.

Signature

Date