

Name _____ Phone Number _____ Year _____

THIS WORKSHEET IS PROVIDED FOR YOUR CONVENIENCE TO HELP YOU ORGANIZE EXPENSES FOR THE FOLLOWING:
AUTO FOR BUSINESS OFFICE-IN-HOME CHILD CARE

****AUTO EXPENSES****

MAKE OF CAR/TRUCK _____
DATE OF PURCHASE _____
PURCHASE PRICE _____
TOTAL MILES DRIVEN FOR YEAR _____
BUSINESS MILES DRIVEN IN YEAR _____
**(COMMUTING TO AND FROM YOUR PRINCIPLE
JOB LOCATION IS NOT BUSINESS MILEAGE)**
TOLLS FOR BUSINESS _____
PARKING FOR
BUSINESS _____
TOTALS FOR FOLLOWING:
GAS _____
REPAIRS _____
INSURANCE _____
INTEREST ON LOAN _____
RENTALS _____
LEASE _____
PAYMENTS _____
TOOLS AND _____
SUPPLIES _____
OTHER: _____

****CHILD CARE****

NAME OF PROVIDER: BABY SITTER, NURSERY,
SUMMER DAY CAMP, etc. NOT SLEEPAWAY CAMP
#1 NAME _____
ADDRESS _____
SCHOOL ID#/SOCIAL SECURITY# _____
AMOUNT PAID _____

#2 NAME _____
ADDRESS _____
SCHOOL ID#/SOCIAL SECURITY# _____
AMOUNT PAID _____

#3 NAME _____
ADDRESS _____
SCHOOL ID#/SOCIAL SECURITY# _____
AMOUNT PAID _____

WAS BABY SITTER IN YOUR HOME? YES ___ NO ___
IF YES, WE NEED THE PAYROLL INFORMATION

****HOME EXPENSES****

WHICH DO YOU HAVE:
HOUSE, COOP, CONDO, OR RENTAL? _____

TOTAL AREA (SQ FT) OF
HOUSE/APARTMENT _____

TOTAL AREA (SQ FT) OF OFFICE SPACE _____

TOTAL MAINTENANCE PAID ON CONDO OR
COOP _____
BANK MORTGAGE INTEREST _____
REAL ESTATE TAXES _____
RENT ON APARTMENT _____
INSURANCE _____
ELECTRICITY _____
GAS (FOR HEAT ONLY) _____
REPAIRS: WHOLE HOUSE e.g.: GARDENING TOOLS,
ROOF, PAINTING, PLUMBING, HEAT, etc.

REPAIRS: EXCLUSIVE TO OFFICE AREA e.g.: SHELVING,
BUILT INS, SOUND PROOFING, etc.

**REPAIRS: EXCLUSIVE TO NON OFFICE AREA (THESE ARE
NOT DEDUCTIBLE, BUT YOU SHOULD KEEP RECORDS)**
e.g.: BATHROOM, KITCHEN, BEDROOM, etc.

NOTES/QUESTIONS:

Name _____ Year _____

Stock Sales, Bond Sales, Mutual Funds, Other.

Normally everything is on the brokerage statements. If you have online brokerages make sure that also you download the tax reporting 1099 statements for those accounts.

If there are some stocks you sold that you have had for a very long time and the brokerage does not have your purchase price and/or date of purchase please list those sales here.

NAME OF STOCK	NUMBER OF SHARES	BUY DATE	BUY PRICE	SELL DATE	SELL PRICE

IF YOU SOLD A HOUSE OR AN APARTMENT PLEASE PROVIDE COPIES OF THE PURCHASE CLOSING STATEMENT AND THE SALE CLOSING STATEMENT.

MAKE A LIST OF THE MAJOR IMPROVEMENTS AND COSTS THROUGHOUT THE YEARS

IF YOU HAVE MADE ENERGY SAVING PURCHASES - SOLAR, WIND, GEOTHERMAL, DOORS, WINDOWS, HEAT PUMP - PLEASE LIST THEM HERE AND SEND ME A COPY OF THE PURCHASE DOCS.

IF YOU BOUGHT AN ELECTRIC CAR – MAKE A NOTE AND ALSO SEND ME THE PURCHASE DOCS.

MAKE SURE TO MAKE COPIES OF WHATEVER YOU ARE SENDING ME.

NOTES:

Name _____

Year _____

IMPORTANT QUESTIONS PLEASE ANSWER

1. DID YOUR ADDRESS OR PHONE NUMBER CHANGE YES___ NO___

2. DID YOUR MARITAL STATUS CHANGE DURING THE YEAR YES___ NO___

3. WHAT IS YOUR E-MAIL _____

4. ANY FOREIGN ACCOUNTS, YOURS OR EVEN JUST SIGNATURE AUTHORITY YES___ NO___

5. IF YES, IS SUM OF ALL ACCOUNTS GREATER THAN \$10,000 YES___ NO___ \$50,000 YES___ NO___

6. ANYTHIING ELSE FOREIGN: COMPANIES, GIFTS, PENSIONS , RENTAL INCOME, INHERITANCE YES___ NO___

7. DID YOU HAVE A HOUSEHOLD EMPLOYEE YES___ NO___

8. ANY GIFTS MADE TO ONE PERSON GREATER THAN \$ 18,000 YES___ NO___

9. ANY CRYPTO CURRENCY PURCHASES, SALES, OR USED TO BUY SOMETHING YES___ NO___

DON'T FORGET ABOUT INCOME FROM ALL SOURCES:

- W-2 INCOME
- FEES, ROYALTIES, SALES INCOME
- DIVIDENDS AND INTEREST INCOME
- RENTAL INCOME
- COLLEGE SAVINGS PLAN WITHDRAWALS
- PENSION AND IRA WITHDRAWALS
- ALIMONY
- STOCK SALES, OTHER SALES
- SOCIAL SECURITY INCOME
- ANY OTHER INCOME THAT MAY APPLY

EXPENSE GUIDE LIST (SEE NOTE ON LAST PAGE)

This list is just a guide. Some expenses may not apply to you or you may have others that are not listed here. Please feel free to arrange your categories any way you wish. Keep in mind that to a point, the more categories the better. Avoid using "miscellaneous" or "petty cash" as categories.

Please see note on next page.

MEDICAL

Doctors, dentists, nurses, etc.

Psychiatrists, psychologists, therapists, chiropractors

Acupuncture, Christian Science Practitioner.

Travel to doctors or clinics

Health insurance premiums, Long Term Care insurance

Prescriptions, glasses, contacts and solutions, prosthesis

Crutches other aids with or without a prescription.

The cost of additions to a house for medical purposes.

In general anything that affects a function of your body or your mind. Residential facilities.

But not electrolysis, elective cosmetic surgery, teeth

whitening, or over the counter meds and vitamins

Don't count costs that insurance paid for.

TAXES:

State and local income taxes

Real Estate Tax for your house and any property

Personal Property Taxes

Sales Tax on cars, boats, Motor Homes

Sales tax on very expensive jewelry or art work would be interesting to know.

INTEREST

Home mortgage, equity line of credit, 2nd mortgage

Points on mortgage

Vacation home mortgage

Business and investment loan interest

Car loans if car is used for business

Student loan interest

Not credit card interest unless card was **100%** dedicated to business expenses.

CHARITY

Money given, fair value of property given.

Dues, memberships

Expenses in connection with volunteer work, transportation, car mileage

Cars donated need letters and form 1098C

All donations need receipts or cancelled checks

All donations \$250 and over need a letter from the charity

What you spend - but not the value of your time.

MOVING

At least 50 miles from old home.

Professional movers, hotels on the way.

Car use, truck rental, air fares, packing supplies

But not temporary living arrangements or agent's fees. **Except for people in the military, moving expenses are only allowed on the state return.**

BUSINESS EXPENSES

Advertising, accounting

Office cleaning, décor, improvements

Office rent, telephone, cell phone

Photography, printing, blue printing

Postage, Fed EX, UPS

Business gifts/tips

Books, magazines

Bank charges

Classes, seminars, special training, workshops

Fees paid - bring copies 1099s and list

Rehearsal studio, recording studio

Salaries paid – bring copies of W-2s and NYS 45s

Truck expenses, hired trucking

Art, model, photo supplies, lab work

Auto Expenses ****Please use worksheet****

Answering machine, voicemail

Coaching and accompanists

Directories and guides

Restaurants for meetings

Equipment, repairs, business furnishings

Computer equipment, supplies, repairs, software

HOME OFFICE ****Please use worksheet****

Insurance: liability, malpractice, employee health, worker's comp, disability

Out of town deductions ****Please Use Worksheet****

Union dues, membership fees, prof. organizations

Local fares, cabs, trains

Commissions, fee splits

Payroll service fees

Sheet music, records, tapes, CDs, DVDs, downloads

Show tickets for research, tickets for agents

Substitute fees, swings

On line service, cable

Tools

Legal fees: business/employment or other taxable recovery

Inventory

Demo tapes, Demo CD, Studio time

Trade journals

Uniforms, costumes

Manager and publicist fees

Website design and hosting

Office supplies, business supplies, practice supplies

Props

Professional license fees

Anything you needed for your job or business.

Expenses for salaried work are only good on the state.

For self-employed or other businesses, they are good on the federal and state.

NOTE

For the expense list, to save space I put multiple categories per line. If you write dollar amounts right on the list, please color code or underline so I can identify which category you are giving an amount for.

For 2018 – 2024

NO WORK EXPENSES ARE ALLOWED ON THE FEDERAL RETURN. IE. UNION DUES, AGENTS FEES, TRAVEL FOR W-2 WORK, OFFICE IN HOME FOR AN EMPLOYEE, ETC.

NOR ARE ANY INVESTMENT MANAGEMENT EXPENSES ALLOWED.

MOVING EXPENSES ARE ONLY GOOD FOR MILITARY PERSONNEL.

HOWEVER, ALL THESE EXPENSES ARE GOOD ON THE NY AND CA RETURNS.

NJ ALLOWS MEDICAL AND REAL ESTATE TAX WITHOUT OTHER ITEMIZING.

TO BE SURE:

ALL MEDICAL, MORTGAGE INTEREST, AND CHARITY DEDUCTIONS, ARE ALLOWED ON THE FEDERAL FOR EVERYONE.

REAL ESTATE TAX IS LIMITED, BUT LET ME KNOW WHAT IT IS.