

PERSONAL TAX RETURN (1040) CHECK LIST

- ___ Copy of **prior year return**
- ___ **Birthdates for taxpayer, spouse & listed dependents**
(Social Security numbers are also needed if not on return)
- ___ **All tax-related forms:**
 - ___ **W-2's**
 - ___ **1099's** - for any misc. income, interest or dividend income, and distributions
 - ___ Social Security 1099, if receiving Social Security
 - ___ Investment & brokerage statements - year end

Itemized Deduction Items:

- ___ Amount of any **medical expenses** not reimbursed by insurance, if significant
- ___ **Form 1098 Mortgage interest** statement
- ___ **Real estate taxes** paid during year (may be listed on Mortgage form 1098)
- ___ **Points paid** on Mortgage loan (designate if refinanced or new home and loan term in years)
- ___ **Charitable contributions** - designate between cash & non-cash donations
Important: Provide the description, name & address of non-cash recipients
- ___ **Tax preparation fees** paid during tax year
- ___ Investment or safe deposit box expenses paid during tax year
- ___ **Estimated federal tax payments** made for tax return year - provide date(s) and amount(s)
- ___ **IRA contributions** related to current year, if any
- ___ Provide bank name, routing & account numbers for **direct deposit of refund**
- ___ Un-reimbursed **business expenses**
- ___ Un-reimbursed **business mileage** (do not include commuting miles)

Additionally, you will want to refer to our **BUSINESS INCOME AND EXPENSES** check-list if you have a home-based business.

**BUSINESS INCOME AND EXPENSES
TAX RETURN CHECK-LIST**

Name of Proprietor _____ ID # _____
 Business _____

Business Use of Auto: (written records required)

Total Miles _____
 Business Miles _____
 Commuting Miles _____
 Personal Miles _____

Gross Receipts or Sales _____
 Cost of Sales _____
 Expenses _____

Advertising _____
 Bank Charges _____
 Car & Truck Expenses _____
 Commission & Fees _____
 Depreciation _____
 Insurance _____
 Interest _____
 Legal & Professional _____
 Office Expense _____
 Professional Dues _____
 Publications _____
 Rent _____
 Repairs _____
 Supplies _____
 Taxes & Licenses _____
 Telephone _____
 Travel _____
 Meals & Entertainment _____
 Utilities _____
 Other _____

PURCHASE OF BUSINESS EQUIPMENT, AUTOS OR COMPUTERS

<u>Date Purchased</u>	<u>Description</u>	<u>% of Business Use</u>	<u>Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____

OFFICE IN HOME

Square foot of office: _____ Total Square foot of home: _____
 Interest _____ Taxes _____ Utilities _____
 Insurance _____ Maintenance _____

Tax Provisions Within the "Bailout" Law

Provisions Affecting Individuals:

Alternative Minimum Tax Relief - The Act raises the AMT exemption for individuals in 2008. The 2008 exemption will be higher than they were in 2007. As enacted, the patch will only be for 2008. This is not a permanent solution. In addition to increasing exemption amounts, the Act permits personal credits, including the dependent care credit and educational tax credits to offset both regular tax and AMT. Previously, personal credits such as the child care credit and the adoption credit were allowed to reduce the AMT.

	AMT EXEMPTION AMOUNTS		
	<u>2007</u>	<u>2008 w/ patch</u>	<u>2008 w/out patch</u>
Married filing jointly	\$66,250	\$69,950	\$45,000
Single & Heads of Households	\$44,350	\$46,200	\$33,750
Married filing Separately	\$33,125	\$34,975	\$22,500

Incentive Stock Option (ISO) Relief - The Act provides relief to stockholders who were subject to AMT as a result of the exercise of ISOs. The Act abates all unpaid AMT liabilities associated with the exercise of incentive stock options before 2008. The law allows all individuals, including those who paid AMT on ISO exercises, to accelerate the refund of the minimum tax credit over two years instead of five, and also removes the adjusted gross income limitations.

Mortgage Debt Forgiveness - The Act extends the temporary provision allowing the exclusion of qualified principal residence mortgage debt forgiveness from income before 2013.

Child Tax Credits - The New law enhances the child tax credit by lowering the income floor to \$8,500.00. The refundable credit is now 15 percent of earned income in excess of \$8,500 instead of \$12,050.

The Act also provides key extender provisions affecting individuals including:

- ◇ Election to deduct state and local sales taxes
- ◇ Above-the-line higher education tuition deduction
- ◇ \$250 above-the-line teacher expenses deduction
- ◇ Standard deduction for real property taxes for non-itemizers
- ◇ Tax-free charitable distributions from individual retirement (IRA) plans

Provisions Affecting Businesses

Leasehold Improvement Depreciation - The Act extends the special 15 year depreciable life for restaurant and lease-hold improvements to include property placed in service in 2008 and 2009.

The Act provides key extender provisions affecting businesses through 2009, including:

- ◇ New markets tax credit
- ◇ Basic adjustment to stock of S Corporations making charitable property contributions
- ◇ Section 199 deductions for Puerto Rican production activities
- ◇ Accelerated depreciation for business property on Indian reservations
- ◇ Expensing of environmental remediation costs

Energy Provisions

- ◇ One year extension through 2009 of the production credit for wind and refined coal property
- ◇ Eight year extension through 2016 of the tax credit for solar and fuel cell property
- ◇ Eight year extension through 2016 of the residential energy-efficient building deduction

TIPS FOR SMALL BUSINESSES TO GROW THEIR BUSINESSES (Accountants World)

Create an interactive relationship with your key audience. Put some thought into how you can benefit from communicating with your various audiences, including media-based, public relations delivery platform for the 21st Century.

Utilize your networks and share your expertise. - join trade or industry associations; engage in electronic bulletin board discussions about the issues that you and your audience care about. Build your company's unique expertise.

Think of your PR plan of attack. Figure out who you want to reach, and why; when you want to reach them, and how to measure success, or how you will know if your plan is successful.

Collect e-mail addresses of partners, clients, potential clients and targeted media and keep them updated with the latest news about your company.