

# Federal Information Worksheet

**TAXPAYER**

**SPOUSE** \*(As it appears on your Social Security card)

Last Name _____	Last Name _____
First _____	First Name _____
Middle Initials _____	Middle Initials _____
Social Security # _____	Social Security # _____
Occupation _____	Occupation _____
Date of Birth _____	Date of Birth _____
Home Phone _____	Home Phone _____
Work Phone _____	Work Phone _____
Pager/Voice _____	Pager/Voice _____

The address below is where you claim your residency for tax purposes or what appears on your W-2's. This address is where the **IRS** will mail your refund.

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**FEDERAL FILING STATUS:** Check one status only

Definition:

**Single:** (You are a single person without dependents)

**Married Filing Jointly:** (You are legally married to your spouse and want to file together)

**Married Filing separately:** (You are legally married but want to file separate for personal, financial, or business reasons).

**Head of Household:** (You are a single parent with a dependent such as your child, adoptive child, a parent, sister, brother, niece, awarded custody, or someone you are truly taking care of in your home. You must be able to prove you provide full care such as medical, dental, school records, day care, living expenses, food and much more. This person can not be a deadbeat relative, a boyfriend, a girl friend, a dog, a cat, or a horse. There are some exceptions if the parent you are taking care of doesn't live with you reside in a nursing home, or in their own home, and then you will be able to claim them.

**Qualified Widow (er):** (Death of your spouse in the last two years)

Single     
  Married Filing Jointly     
  Married Filing Separately  
 (Spouse Name & S.S.#): \_\_\_\_\_

Head of Household     
  Widow (er)

If you just recently got married, or even if you got married on the last day of the year. The **IRS** still considers you as Married for the full calendar year. Therefore, your above filing status will be either jointly or separately. If you got married and didn't change your last name, please do so! This can delay your refund tremendously.

**Name of dependents**

Please list below all of your dependents. Include full name, age, date of birth, social security number, relationship to you, and the number of months they lived with you during the year. All dependants must have a social security number or the **IRS** will reject your tax return. If you have a newborn try to get a S.S.# immediately.

Name of Dependent	Age	DOB	Social Security #	Relationship	No. of month

## Wages and Income

1. Please enclose all **W-2's** that you and your spouse received from your employers.
2. If you or your spouse is self employed then you will need to total your income earned for the year.
3. Enclose all **1099-Misc** forms (Sometimes you get this for your service as a self employed person).
4. **1099-G Form**: (This form will show the amount of refund you received last year from the State. Just simply look at your state return and determine how much you received).
5. Unemployment income you received.
6. Income from Jury Duty
7. Early withdrawal: **Form 1099-R** on CD's, 401K pension, IRA's, 403 pensions, Annuities etc.
8. Alimony income (Do not include child support): **Child support is non-taxable and non-deductible.**
9. Gambling winnings (**1099-Misc**), Lotteries, Contest winning.
10. K-1 forms and supporting documents from partnerships.

\*If you borrowed against your 401K plan it is not considered an early withdrawal. It is simply a loan against your own money that you have to pay back with interest to yourself.

\* All of the document will be returned to you for your record keeping.

Please answer the next two questions as accurately as possible. The information can be found on last year's tax returns and the estimated tax payments made to the **IRS** and **State** can be found by a simple phone call to the **IRS** and your **State Taxation Dept.** The federal information is needed for comparison and the state information is used for your tax credit.

Federal refund from last year      \$       State refund      \$       (See 1099-G form)

Federal taxes paid last year      \$       State taxes paid      \$       (Did you paid the IRS or State)

**Estimated taxes** are taxes a taxpayer pays themselves to the IRS and State when they anticipate to make more money from Self-employed income, Lotteries, Gambling winnings, Free-Lance income, Real estate sale, Unemployment, etc. This will help reduce your liability for the next year.

Did you make any estimated payments to the Internal Revenue Service and/or State Taxation Dept.?  Yes  No

	Internal Revenue Service	State Taxation Dept.
Jan 15th	<input type="text"/>	<input type="text"/>
Apr 15 <sup>th</sup>	<input type="text"/>	<input type="text"/>
Jun 15 <sup>th</sup>	<input type="text"/>	<input type="text"/>
Sept 15 <sup>th</sup>	<input type="text"/>	<input type="text"/>

## Interest and Dividend Income Earned

Interest income is earned on CD's, checking and savings accounts

Dividend income is earned on mutual funds, and other types of investments.

You should receive a form **1099-Int** or **1099-Div** in the mail from your bank or investors company.

Bank/Financial Institution	1099-Int	1099-Div
	\$	\$
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Complete this section if you purchased or sold stocks: **Forms 1099-B or 1099-S**

Desc. & # of shares	Date acquired	Date sold	Sale price	Cost price	(Loss)	(Gain)

List additional information separately and itemize them.

## Sale of Home

If you sold your home and purchased another or plan to purchase another home please complete this section. Refer to your old & new settlement statement for this information.

Date old residence purchased  Cost of old Home  Date old home sold

Home improvements: (Additions, Landscaping, Driveway, New Roof, Sprinkler system etc.)

Fixing-up expenses (Painting, repairs, etc. to prepare for sale)

Expense of Sale: Commissions, legal fees, points, inspections, etc.

- (A). Was any part of the residence rented or used for business? Yes  No
- (B). Was it your principal place of residence for 3 of the last 5 years? Yes  No
- (C). If over 55 (you or spouse), do you want to use your Tax Free provision? Yes  No

Date new residence purchased  Cost of new residence \$

- (D). If new residence was new constructed, did you pay for building materials?  Yes  No
- (E). If new residence not yet acquired, do you plan to purchase one within 24 months from date of sale? Yes  No
- (F). If married, do you and your spouse have the same proportionate Interest in the new residence as in the old? Yes  No

## Medical Expenses

Medical expenses are subject to 7.5% of the AGI, therefore a person can have medical expenses, but if it does not exceed .075 percent of your annual gross income you will not get any deduction. Only the portion you paid out of pocket and not what the insurance paid.

**Quick Check:** (Multiply your gross income) x (.075) = (This amount is what you must exceed).

Health Insurance premiums	\$ <input type="text"/>	Eyeglasses	\$ <input type="text"/>
Dental premiums	\$ <input type="text"/>	Oxygen equip.	\$ <input type="text"/>
Prescriptions	\$ <input type="text"/>	Medications	\$ <input type="text"/>
In Home care	\$ <input type="text"/>	Regular transportation	\$ <input type="text"/>
Surgical fees	\$ <input type="text"/>	Specialist	\$ <input type="text"/>
Medical consultations	\$ <input type="text"/>	Contacts	\$ <input type="text"/>
Alcohol/Drug treatment	\$ <input type="text"/>	Dental surgery	\$ <input type="text"/>
Orthodontics	\$ <input type="text"/>	Braces	\$ <input type="text"/>

Mileage rate for medical is 20 cents a mile.

Attach other itemized expenses incurred:

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## Taxes

Real Estate tax on your home. (See <b>1098 Form</b> )	\$ <input type="text"/>
Real Estate tax on second home (Not rental)	<input type="text"/>
Personal property tax: (VA, SC, NC). (Vehicle registration, Car, boat, small bldg., Motorcycle, etc.).	<input type="text"/>
Other taxes: (Land, commercial bldg., last year state taxes paid).	<input type="text"/>

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## Mortgage Interest

The interest you are paying on the loan to purchase your home or property. Your lender will send you a **Form 1098**. If you can't find it just call your lender for the information. New, you may be able to certain mortgage Insurance premiums that are paid in connection to home acquisition debt.

If you have Rental property do not include the mortgage interest in this section. Go to **Rental Property**.

Please fill in the information below if you understand your statements or submit your 1098 forms with the Organizer.

<u>Mortgage Lender Name (Form 1098)</u>	Amount <u>paid</u>
_____	\$ <input type="text"/>
_____	<input type="text"/>
_____	<input type="text"/>

**If you refinanced and paid points, or got a Home equity loan for debt consolidation, home repair, Vacation, etc. the interest is deductible.**

Home Equity loan	\$ <input type="text"/>
Home improvement: (Home Equity loan and not a personal loan)	<input type="text"/>
Consolidation loan / vacation etc. :( Not a personal loan)	<input type="text"/>

**\* New homeowners and refinances please submit a copy of your settlement statement. Interest, tax, and points are deductible.**

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## Charitable Contributions

Two types: Cash or Material Goods (Clothes, furniture, and miscellaneous items).

Contributions you made in the tax year to any Nonprofit organization,( Churches, Temples, United Way, Goodwill, Salvation Army, CARE, Boys & Girls Club of America, Public park and Recreation, Hospitals, Colleges, Red Cross, Fire Fighters, Police, Aids Research, Museums, Disaster Relief, Cancer Foundation, MS Disease, Education, etc.) **New recordkeeping requirements for cash contribution**, you cannot deduct cash unless you keep as a record of the contribution, such as a canceled check, bank statement, or written communication from the charity.

**Non deductible or Non qualified** organizations are Civic leagues, Labor unions, Clubs, Home associations, Political groups, Country clubs, Dues to Fraternal Orders, Contributions for lobbying, the value of time you lost for volunteer work, Tuition for children, Special interest groups, etc., After Feb. 13, 2007 you can no longer deduct contributions to donor advised funds .

**Reminder:** If your Non-cash (Material Goods) contributions are valued more than \$500, then you are required to file form 8323 which must be completed with the Organization Name & Address, Type of goods donated, Date donated, Date of original purchase, Original cost, Fair market value, and Appraisal (If required). **You must supply us with this information!**

**Reminder:** Generally, Fair market value of used clothing and household goods is far less than its original cost. The value would be what a buyer pays at a Thrift store or consignment shop. If you donated a car, boat, airplane, paintings you must use the selling price of the charitable institution guide lines or an Appraiser.

**Donated Money:**

<u>Organization Name</u>	<u>Amount</u>	<u>Organization Name</u>	<u>Amount</u>
_____	<input type="text"/>	_____	<input type="text"/>
_____	<input type="text"/>	_____	<input type="text"/>
_____	<input type="text"/>	_____	<input type="text"/>
_____	<input type="text"/>	_____	<input type="text"/>

**Material Goods (Clothes, furniture, miscellaneous items, etc.)**

<u>Organization Name</u>	<u>Amount</u>	<u>Organization Name</u>	<u>Amount</u>
_____	<input type="text"/>	_____	<input type="text"/>
_____	<input type="text"/>	_____	<input type="text"/>
_____	<input type="text"/>	_____	<input type="text"/>
_____	<input type="text"/>	_____	<input type="text"/>

**Reminder:** If your total amount of material Goods donation is greater than \$500 you will have to supply the additional information.

## Casualty or Theft Losses

Casualty or Theft involves property destroyed by natural disasters and fire or stolen valuables such as jewelry, car, and other household goods.

Special limitations are applied and the valuables must be more than 10% of your AGI after your insurance reimburses you. There are other things to consider such as description of the property, location, date of purchase of each property/item, and copy of police report if items were stolen. If your property was destroyed by natural disaster, you will need photographs, insurance adjuster records, and amount of reimbursements paid to you, etc.

Quick Check: Small items that were stolen such as flight luggage, uniforms, inexpensive jewelry (Watches, rings, necklace, and old commuter car) will not be enough for a deduction.

If you were effected by Casualty or Theft and feel your losses were great, please submit an attachment sheet with the below items.

1. Description of property
2. Location where damaged or stolen
3. Date of your purchase or cost basis of each item
4. Copy of Police/Fire dept. report
5. Insurance Adjuster report
6. Amount of insurance reimbursement
7. Fair market value of items or property before and after the incident.

## Other Deductions or Questions

**Notes:** • Gambling losses are deductible only up to the amount of gambling winnings reported. A log must be kept to verify losses.

- Work clothing is not deductible if adaptable for every day wear. ; Exception for safety equipment such as steel-toe boots.
- Legal expenses are deductible only if related to producing or collecting taxable income.
- Expenses to enable physically or mentally impaired individuals to work are generally deductible.

## Adjustments Worksheet

*Educator expenses:* Classroom expenses of teachers, counselors, and principals. Maximum \$250 each (\$500 joint). \$

*Health savings account deduction (HSA).* \$

*New this year additional standard deductions, based on state and local property tax paid. Higher standard deduction increased for most taxpayers. First time Homebuyer credit ask your tax professional to explain Self-employed, SEP, SIMPLE, and qualified plans. Some contributions for 2007 may be made in 2008. \$ Self-employed health insurance deductions .are for sole proprietors and partners if they are not eligible for employer coverage. \$*

*IRA deduction* for traditional IRAs, Roth IRAs are not deductible. Some contributions for 2007 may be made in 2008. \$ *Student loan interest is a deduction.* If paid for taxpayers and dependents. Income limits apply. \$

*Tuition and fees deduction:* Qualified tuition and fees if not claiming education credits. Income limits apply. \$

*Moving expenses.* Job-related move and at least 50 mile increase in commuting distance. Ask preparer

*Business expenses of reservists, performing artists, and fee-based government officials.* Ask preparer Standard Mileage rates adjusted for 2008 on business use of a car, van, pick-up or panel truck 50.5 cents per mile from Jan. 1, 2008 to June 30, 2008. After June 30 the rate is 58.5 cents for each mile.

## Home Operated Business / Self Employed

Name of owner: \_\_\_\_\_ Federal ID # \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Profession, including product or service \_\_\_\_\_

Did you materially participate in the operation of the business during the year? Yes  No

Is this your first **Schedule– C** filed for this business? Yes  No

### Part I: Income

- |                             |          |
|-----------------------------|----------|
| 1. Gross Receipts or Sales  | \$ _____ |
| 2. 1099-Misc. income earned | \$ _____ |
| 3. Other income earned      | \$ _____ |
| 4. Returns or Allowances    | \$ _____ |
| 5. Cost of goods sold       | \$ _____ |

### Part II: Expenses

Advertising \$ \_\_\_\_\_ Business property taxes \$ \_\_\_\_\_

Bad debts from sales	\$ _____	Business Licenses	\$ _____
Car and Truck expenses	\$ _____	Sales Tax	\$ _____
Commissions paid	\$ _____	Postage, faxing, copying	\$ _____
Depreciation and Section 179 expenses	\$ _____	Janitorial Services	\$ _____
Employee benefits	\$ _____	Business Phone	\$ _____
Business insurance	\$ _____	Business Electric expenses	\$ _____
Professional Dues	\$ _____	Business Gas expenses	\$ _____
Freight, UPS, FedEx	\$ _____	Business Water expenses	\$ _____
Mailing expenses	\$ _____	Voice service	\$ _____
P.O. Box rental	\$ _____	Business Cellular phone	\$ _____
Office expenses	\$ _____	Supplies	\$ _____
Office supplies	\$ _____	Bank fees & Charges	\$ _____
Business rent/lease	\$ _____	Travel expenses	\$ _____
Equipment leasing/rental	\$ _____	Parking	\$ _____
Tools	\$ _____	Tolls	\$ _____
Legal fees	\$ _____	Wages	\$ _____
Business loan interest	\$ _____	Meal expenses/Clients	\$ _____
Publications	\$ _____	Dry cleaning & Laundry	\$ _____
Uniform expenses	\$ _____	Web site charges	\$ _____
Computer/Printer	\$ _____	Business software	\$ _____
Consulting fee	\$ _____	Car leasing (Business only)	\$ _____
Training expenses	\$ _____	Annual Business card fees	\$ _____
Seminars fees	\$ _____	Related books	\$ _____
Required Educational expenses	\$ _____	Tuition's	\$ _____
Pension Profit share Plan	\$ _____	Maintenance Repairs	\$ _____
<b>Federal</b> estimated taxes paid	\$ <input type="text"/>	<b>State</b> estimated taxes paid	\$ <input type="text"/>

When using mileage the below information is needed.

Type of vehicle \_\_\_\_\_ Make and Model \_\_\_\_\_ Year \_\_\_\_\_  
 When did you place your vehicle in service for business? \_\_\_\_/\_\_\_\_/\_\_\_\_.  
 Total miles for the year \_\_\_\_\_ How much are business miles? \_\_\_\_\_ Commuting miles \_\_\_\_\_  
 Do you have evidence to support your deduction? (Yes/No) \_\_\_\_ If "Yes" is the evidence written? (Yes/No) \_\_\_\_

**EFTPS**, electronic Federal Tax Payment System a method for small business to pay their taxes electronically, there are various electronic payment options available ask for publication 3611.  
 "EFTPS offers you the convenience and flexibility of making your tax payments via the Internet or phone. By 8:00 P.M. (ET) at least one calendar day in advance of the due date, you access EFTPS directly to report your tax information. You will instruct EFTPS to move the funds from your account to the Treasury's account for payment of your federal taxes. Funds will not move from your account until the date you indicate. You receive an immediate acknowledgement of your payment instructions, and your bank statement will confirm the payment was made."

**ASK YOUR TAX PREPARER ABOUT THE DIFERENT METHODS TO PAY TAXES DUE.**

## Rental Property or Schedule-E

Complete this section only if you have rental property

**List type: (Home, Condo, Beach front, Townhouse or Mobile home along with the address)**

Section I

Property A \_\_\_\_\_

Property B: \_\_\_\_\_

Property C: \_\_\_\_\_

For each property listed in section I, did you or your family use it during the tax year for personal purposes for more than the greater of 14 days or 10% of the total days rented at fair market value? If "Yes" which property? \_\_\_\_\_.

### Income

**A**

**B**

**C**

Rental Income you received

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

### Expenses:

	<u>Property A</u>	<u>Property B</u>	<u>Property C</u>
Advertising	\$ _____	\$ _____	\$ _____
Auto and Travel expenses	\$ _____	\$ _____	\$ _____
Cleaning and Maintenance	\$ _____	\$ _____	\$ _____
Commissions paid	\$ _____	\$ _____	\$ _____
Property Insurance	\$ _____	\$ _____	\$ _____
Legal and Professional fees	\$ _____	\$ _____	\$ _____
Property management fees	\$ _____	\$ _____	\$ _____
Mortgage Interest	\$ _____	\$ _____	\$ _____
Real Estate tax	\$ _____	\$ _____	\$ _____
Other taxes	\$ _____	\$ _____	\$ _____
Repairs to property	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Utilities on property	\$ _____	\$ _____	\$ _____
Landscaping	\$ _____	\$ _____	\$ _____
Sprinkler systems	\$ _____	\$ _____	\$ _____
Fence or Deck installation	\$ _____	\$ _____	\$ _____
New Windows	\$ _____	\$ _____	\$ _____
Driveway repairs	\$ _____	\$ _____	\$ _____
Home Association fee	\$ _____	\$ _____	\$ _____
Condo fee	\$ _____	\$ _____	\$ _____
Other expenses	\$ _____	\$ _____	\$ _____

\*Some or all of the information below **CBWrights Financial Services** will probably have on file. However, if you purchased new rental property or this is your first time deducting rental expenses, please supply us with the information. Last years depreciation amount \$ \_\_\_\_\_ Date you place property in service  
 \_\_\_ / \_\_\_ / \_\_\_ Purchase price of property \$ \_\_\_\_\_ Land accessed value \$ \_\_\_\_\_

## Child Care Expense

If you are paying someone or a Child care facility you are eligible to take a tax deduction credit. The information of the person or childcare facility must be complete or the **IRS** will reject it.

If the provider is an individual then their social security number must be obtained. If it's a Day care facility they can provide you with their federal identification number.

\*Name of provider, Address, ID # or Social Security #, Amount paid, and # of dependents in childcare.

Name of Provider	ID# or Soc. Sec. #	Address	Amount

Number of dependent in childcare:

Total paid \$

## Moving Expenses

Moving expenses are deductible if you move to take on a new job, are required by your employer to move, or a military change of job location. (You meet the distance and time test.) The move must be 50 miles or more.

### New Tax Law changes:

**Deductible expenses:** Lodging (Hotel, Motel expenses), Car rental, parking & tolls during move, the mileage on vehicle, moving your household goods, U-hauls, transit storage expenses, airfare, insuring personal goods when moving.

**Non-deductible expenses:** Pre-move expenses, temporary living expenses, meals, expenses of buying or selling home, loss on sale of your home, security deposit during move and getting or breaking a lease.

What city or state did you move from? \_\_\_\_\_ What city or state did you move to? \_\_\_\_\_

What's the total number of miles from your old home to your new job? \_\_\_\_\_ miles.

What's the total number of miles from your old home to your old job? \_\_\_\_\_ miles.

### Expenses:

Transportation expenses (Airfare, U-haul, Trailer, and bumper hitch rental)	\$ _____
Storage unit (3 months only)	\$ _____
Hotel expenses	\$ _____
Mileage expenses of your vehicle (Standard miles rate)	\$ _____
Parking and tolls associated with the move	\$ _____

## Miscellaneous expenses

If you or your spouse are not in the Airline industry and have travel related, military, and business expenses that are related to your job and your employer did not reimburse you for those expenses, please complete this section.

Professional subscriptions	\$ _____
Work uniforms expenses	\$ _____
Uniform laundry & dry-cleaning	\$ _____
Second job business mileage (.48 per mile)	\$ _____
Job hunting expenses (Resumes, faxing, and copying)	\$ _____
Labor union dues	\$ _____
Military uniforms	\$ _____
Arm forces (Reserve duty miles) .48 per mile	\$ _____
Cellular phone for business	\$ _____
Pager/Voice service	\$ _____
Parking and tolls	\$ _____
Safety deposit box	\$ _____
Investment expenses	\$ _____
Alimony paid: (List) Name _____ S.S.# _____	\$ _____
Tax advice, software and books	\$ _____
Employment agency fee	\$ _____
Work shoes (Steel toe)	\$ _____
Safety Work gloves	\$ _____
<b>Total expenses</b>	<b>\$ _____</b>

**Last years Tax Preparation cost: (Including EF, mailing fees). \$ \_\_\_\_\_**

### New Tax Law Changes:

#### Income Tax Refund

Starting in 2006 your Federal Income Tax Return can be automatically deposited in up to three different bank accounts, including an account that holds your Individual Retirement Account.

#### Retirement savings plans

There are several new tax provisions involving pension security for workers, IRAs and 401 (K) plans. Please ask your tax preparer about them. These changes may affect you. Some retirement contributions may be eligible for 10-50% credits maximum credit \$1000 (\$2000MFJ) based on modified AGI.

#### Education Benefits

Expense eligible for credits are expanded to include cost of room and board for student enrolled at least half-time, as well as tuition, fees, books, supplies, and equipment required for student's enrollment. Hope credit is 100% of the first \$2,200 of eligible expense, and 50% of the next expenses. Maximum is \$3,300. The lifetime learning credit is 40% Income limits have increased for both credits.

#### Deduction on Student loan you incurred after December 31, 2007

The maximum benefit is \$2,500 deducted from your income subjected to tax. Phase out of your deduction depends on your income.

You must elect the Hope Credit or Lifetime Learning credit and not both if you, spouse, or dependent have post-secondary education.

#### The Hope Scholarship Tax Credit expenses

\$ \_\_\_\_\_

The credit is 100% of the first \$1,200 of expenses and 50% of the next \$1200, for the first 2 years of post-secondary education.

#### The Lifetime Learning Credit expenses

\$ \_\_\_\_\_

The Lifetime Learning credit is equal to 20% of qualified expenses up to \$10,000 with a maximum benefit of \$2,000 per taxpayer.

#### Qualified educational expenses

\$ \_\_\_\_\_

If your employer or a law requires educational expenses and it is needed to maintain or improve skills in your work

## 2 GREAT PAYMENT PLANS

1. You can pay when you submit your Organizer for preparation. This helps keep cost down and faster service. **This is preferred.**
2. We accept postdated checks for the correct amount. Your check must be submitted with the Tax Organizer or processing will be delayed. The check must be postdated no later than your next payday, which is usually the 15<sup>th</sup> or the 30<sup>th</sup> and not to exceed 30 days.
3. Please call if you have any questions

**\*\*\*Checks that are returned for non-sufficient funds will be charged \$25.00\*\*\***

Example based on a single taxpayer:	Federal tax return	\$65.00
	State tax return	\$25.00
(Optional)	Electronic filing	\$45.00
(Optional)	First Class Mail	\$ 4.50
	<b>Total charge</b>	<b>\$139.00</b>

**You can request your documents to be returned to you overnight by Federal Express or US Postal Service. However, Federal express is more expensive with price ranges from \$6.50 to \$26 depending on weight.**

**US Postal service charges \$4.50 for priority mail 2 or 3 day service and \$5.75 with a return receipt. This is how your important documents will returned. \*The increase is due to increase in postage and document weight.**

## Refund from the IRS

There are several ways to receive your refund from the IRS, which makes a difference in your wait time and savings to you.

1. Use regular mail if you file early. The return time usually takes 6 weeks. Your cost is just a few stamps! This process can take longer if you mail is lost or stolen. Always mail you tax return certified mail.
2. Electronic filing: A process which takes 2 weeks or 14 to 21 days in which your refund can be deposited directly into your checking or savings account. This process is quicker and safer from being lost or stolen.
3. Fast Fund (RAL): Fast Fund is a process in which your refund is processed in 4 to 5 days. Your tax refund is electronically filed and accepted by the IRS. Fast Fund is a loan secured by a bank (Santa Barbara) of your anticipated refund, which is automatically paid off when your refund arrives from the IRS. CB Wright Financial Services gets the authorization to print the check before it is sent to you.

**Reminder:** Fast Fund is more expensive because a bank secures the loan and charges a fee based on the amount of the refund. We do not recommend Fast Fund for this reason, however if you need your refund urgently please call for further details.

### *Price List Clients*

Federal Income Tax return (Single)	\$ 65.00
Federal Income Tax Return (Joint)	\$ 90.00
State Income Tax return	\$ 25.00
Additional State Tax return such as Part-year or Non-Residence	\$ 15.00
Schedule-C (Self Employed with gross income of (depends on length of work)	\$ 25.00

Schedule-C (Self Employed with gross income of \$5,000 or More)	\$ 40.00
Schedule-D (Less than three share transaction entries)	No Charge
Schedule-D (Greater than three share transaction entries)	\$ 10.00
Schedule- E (Rental Property) with three or more property	\$ 25.00
Electronic Filing fee	\$ 45.00
Fast Fund Refund (4 to 5 days)	Please call for more details
Amendments are based on contingency fees of 12% versus hourly	Please call for more details
Request of copy any past year tax return	\$ 10.00

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### Shipping and Handling fees

After the tax returns are completed they will be returned to you for your review and signature.

Federal Express (3 business day)	\$ 7.25
US Postal Service (2 or 3 day priority)	\$ 4.50
US Postal Service (2 day priority with return receipt)	\$ 5.75

**Please do not forget to enclose your payment with your Organizer and tax information**

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This organizer is to assist you in organizing and gathering your information. If you are a new customer please call with any questions that you might have and please keep all questions brief and to the point. This will help us from spending time so much time over the phone or at your appointment.

First, gather all of the necessary information you will need such as paystubs, W-2's, cancelled checks, logbook, interest earned statements, mortgage interest, property tax records etc. Remember, you may have a lot of deductions related to your occupation so tell us. If you don't fill out the organizer CBWright Financial Services can not assume for you or spend countless time over the telephone to fill it in for you! So please take your time and total your receipts and check your logbook for all deductible expense. Answer the questions that pertain to you and your spouse only. This is very important if you are trying to lower your taxes or maximize your refund.

C B Wright's Tax & Financial Service will accept estimates that are reasonable, common sense and what you can verify. Please do send us large volumes of receipts, just the totals.

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## Check List

1. Name of all dependents, social security numbers, date of births, and correct age.
2. Check your mailing address and apartment numbers.
3. If you got married last year make sure your social security card reflects your new name.
4. Call your local Social Security office and request form SS-5 for a new social security card.
5. Make sure you complete all sections that apply to you in the Tax Organizer.
6. If you desire "Electronic Filing" with direct deposit make sure you sign and date Part II of the 8897 form and enclose a voided check of your desired bank account.
7. If you desire the "Quick refund" please give us a call for further instructions at 757-471-3613 if a tax advisor is not in please leave a message on the machine.

8. If you are a new client send us your previous year tax return.
9. Enclose your 1099-Rs for early withdrawals from pensions and IRA distributions.
10. Enclose visible all W-2's from your employers. 1099-INT 1099 DIV, 1099-B(proceeds from broker or barter transactions)
11. Attach any statements or detail list of any information that you think is important.
12. Earned interest and dividends from your credit union, and financial institutions.
13. Telephone and cell numbers for contact purposes.
14. Alternate address for correspondence.
15. Real estate and personal property tax paid in your state of residence.
16. Capital gain / losses and gains from stock transactions.
17. Rental property income and expenses.
18. Make sure you tell us what your state refund was last year. It's taxable on the federal.
19. Travel and Business related expenses
20. Enclose payment to expedite your tax return.

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## **Privacy Policy**

The nature of our work requires us to collect certain non-public information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment.

Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

## **Tax Return Preparation**

We will prepare your tax return based on information you provide. In the event your return is audited, you will be responsible for

Verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct.

Unless otherwise stated, the services for preparation of your return do not include auditing, review, or any other verification or assurance.

## **Contact Us**

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions • Sale or purchase of a residence or other real estate
- Significant change in income or deductions • Retirement
- Job change • Notice from IRS or other revenue department
- Marriage • Divorce or separation
- Attainment of age 59½ or 70½ • Self-employment
- Sale or purchase of a business • Charitable contributions of property in excess of \$5,000

***CBWRIGHT'S TAX & FINANCIAL SERVICES***

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**"We know the tax business"**