

# PBS TAX & BOOKKEEPING SERVICE

6345 Balboa Blvd, Bldg 4, Suite 382

Encino, CA 91316

800-697-5153

---

## 2001 INCOME TAX ORGANIZER INSTRUCTIONS

---

Our Tax Organizer is designed to help you gather the proper tax information required to prepare your tax return. Please fill out completely all areas that pertain to you. Company Drivers fill out pages 1 and 2 only, Owner -Operators, Independent Contractors fill out pages 1 through 3. If you have part of the year as Company Driver and part Owner-Operator you will need to fill out all 3 pages.

In addition, please also send the following:

- A copy of your 2000 tax return if not prepared by PBS (this information is important and gives us an idea of your tax history).
- All wage/earning statements W-2's, 1099's, K-1's, etc.
- Information on any equipment **sold** or **traded** in 2001
- A copy of the lease or purchase agreement including financial arrangements on any new or used equipment acquired in 2001.
- If you have any equipment purchased before 2001 currently being depreciated you must provide us with a description of equipment, date purchased, amount paid, and amount of depreciation previously claimed.
- A \$200 deposit toward the preparation of your tax return. When your return is completed you will be notified of the results and balance due to PBS. (Fees average \$350 - \$500 depending on complexity).
- If you have only W-2's call to find out the preparation fee (fees range from \$75 - \$250 depending on complexity). Full payment should be sent with Tax Organizer.

Please be sure to provide all the information listed. It is imperative we receive all listed information if we are to maximize your tax savings. Please send your **completed** Tax Organizer along with the tax materials mentioned above to our office as soon as possible.

If you should need help filling out the Tax Organizer or have any questions at all please don't hesitate to give us a call at: 800 -697-5153

*Tax Specialists for the Trucking Industry Since 1974*

2001

PBS TAX & BOOKKEEPING SERVICE

YOUR SPECIALISTS IN TRUCKERS INCOME TAX PREPARATION • WWW.PBSTAX.COM

INCOME TAX ORGANIZER

6345 Balboa Blvd • Bldg 4, Suite 382 • Encino, CA 91316 • (800)697-5153 • (818)776-0606 • Fax: (818)774-1631

2001

SECTION 1: GENERAL INFORMATION

TAXPAYER

Name: \_\_\_\_\_ Date: \_\_\_\_\_
Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_
Occupation: \_\_\_\_\_
BLIND OVER 65 Business Phone: ( ) Home Phone: ( )

SPOUSE

HOME

Name: \_\_\_\_\_ Resident Address: \_\_\_\_\_
Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ County: \_\_\_\_\_
Occupation: \_\_\_\_\_ Mailing Address: \_\_\_\_\_
BLIND OVER 65 Business Phone: \_\_\_\_\_ School District: Name \_\_\_\_\_ Number \_\_\_\_\_

DEPENDENTS

Table with 5 columns: Names of Dependents Claimed As Exemptions, Date Of Birth, Dependents Social Security Number, Relationship, Number of Months Lived in Your Home This Year

SECTION 2: MISC.

CURRENT YEAR CONTRIBUTIONS

Table with 4 columns: IRA, KEOGH, SEP, ROTH IRA\* and 2 rows: You, Spouse

\*Non-Deductible
DO EITHER YOU OR YOUR SPOUSE PARTICIPATE IN A PENSION, PROFIT SHARING OR 401 K PLAN?
YES NO

ESTIMATED TAXES PAID AND CREDITS

Check Box If No Estimates Paid

Table with 5 columns: DUE DATE, DATE PAID, FEDERAL, STATE and 5 rows: Prior Yr. 4th Qtr., First Quarter, Second Quarter, Third Quarter, Fourth Quarter

SECTION 3: INCOME

INTEREST INCOME: PAYOR

Attach Copies Of 1099s

Interest income reporting lines with dollar signs

DIVIDEND INCOME: PAYOR

Attach Copies Of 1099s And Year-End Broker Statements

Dividend income reporting lines with dollar signs

PARTNERSHIP INCOME

Attach K-1 Form

Partnership income reporting lines

SALE OF STOCKS & BONDS

ATTACH YEAR END BROKER STATEMENTS AND 1099 B'S. INCLUDE DATE ACQUIRED AND AMOUNT YOU PAID FOR EACH SALE.

RENTAL PROPERTY

Attach The Following:

- (1) Escrow Closing Statements For Purchases, Sales, Or Refinances
(2) Schedule Of Income And Expenses For Each Property
(3) Year-End Mortgage Interest Statement
(4) Property Tax Bill
(5) Form 1098

OTHER INCOME

Wages: (Attach W-2's) Number of W-2's Alimony Received: \$ Pension or Annuity (Attach W-2 P's or 1099 R's) \$

Other Income: (Attach Copies Of 1099s)

Table with 5 columns: UNEMPLOYMENT COMPENSATION TAXPAYER, UNEMPLOYMENT COMPENSATION SPOUSE, SOCIAL SECURITY INCOME - TAXPAYER, SOCIAL SECURITY INCOME - SPOUSE, STATE TAX REFUND:

2001

PBS TAX & BOOKKEEPING SERVICE

YOUR SPECIALISTS IN TRUCKERS INCOME TAX PREPARATION • WWW.PBSTAX.COM

INCOME TAX ORGANIZER

6345 Balboa Blvd • Bldg 4, Suite 382 • Encino, CA 91316 • (800)697-5153 • (818)776-0606 • Fax: (818)774-1631

2001

SECTION 4: DEDUCTIONS CLAIMED

MEDICAL EXPENSES

Insurance Premiums \$
Long Term Care Insurance Premiums \$
Drugs and Medicines \$ Doctors, Hospitals, Etc \$
Insurance Reimbursements \$

CHILD & DEPENDENT CARE CREDIT

Names of Dependents Cared For
Amount Paid for Each Dependent \$
Name of Dependent Care Provider
Provider ID Number (ssn or EIN)
Street Address, City, State, Zip Code

HOME MORTGAGE INTEREST

Mtge. Loans Paid to Fin. Institution
Mortgage Interest Paid to Individual
Student Loan Interest

TAXES

Real Estate/Property Tax
Auto License
Income Tax Preparation
Others \$

CONTRIBUTIONS

You Must Have Receipts For All Contributions Of \$250 Or More
Total Cash Contributions \$
Non-Cash Contributions
Salvation Army/Goodwill Industries \$
Other \$

COMPANY DRIVER BUSINESS EXPENSES

If Self-Employed: Do Not Use This Section. Use Section 9.
No. of Overnights Motels \$ Auto Expenses \$
Trucking Publications \$ Union & Professional Dues \$
Telephone/Cell Phone \$ CB \$ Scales/Tolls \$
Gloves \$ Weather Gear \$ Flashlight \$
Laundry/Uniforms \$ Tools \$ Work Boots \$
Maps \$ Fire Extinguisher \$ First Aid Kit \$
Other \$ Other \$ Other \$

OTHER

Total casualty Loss (Attach Documentation) \$
Moving Expenses (Work Related) \$
Moving Expenses (Home) \$ Date Moved
Safety Deposit Box \$
Adoption Expense (per child or effort) \$

SECTION 5: CHECK LIST ITEMS

IF ANY OF THE FOLLOWING ITEMS PERTAIN TO YOU THIS PAST YEAR, PLEASE CHECK THE BOX AND ATTACH ALL PERTINENT DETAILS AND STATEMENTS.

Do you wish to give \$3.00 of your taxes to the Presidential Campaign Fund?
Did you refinance your residence?
Did you purchase or sell your personal residence?
Residential Renters Credit:
Name of Landlord (s):
Address of Landlord (s):
Amount of Rent Paid \$ Dates Rented
Has there been an IRS audit?
Did you have any worthless securities or non-business uncollectible debts?
Did you make withdrawals from a Self-Employed Retirement Plan (Keogh), an IRA, or a SEP?
Amount withdrawn \$ Amount rolled over \$
COLLEGE TUITION - Taxpayer Spouse Child
Year of College Amount Paid

TAX LAW AND IRS REGULATIONS ALLOW A DEDUCTION FOR EXPENDITURES WITH RESPECT TO TRAVEL AWAY FROM HOME, MEALS AND LODGING, ENTERTAINMENT, AND CERTAIN BUSINESS GIFTS ONLY IF SUBSTANTIATION OF THE ITEM CAN BE PROVIDED BY ADEQUATE RECORDS.

INFORMATION THAT MUST BE AVAILABLE INCLUDES:

- Amount
Time and Place of Travel or Entertainment
Date and Description of a Gift
Business Purpose and Business Relationship to the Person being Entertained or Receiving a Gift

SECTION 6: HOME OFFICE

Date Acquired
Total Square Feet: Home Business Use
Cost of Residence \$
Insurance \$
Repairs & Maintenance \$
Utilities \$

Note: Deductible Amounts are Subject To Recapture Tax When House Is Sold

