

2003

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

2003

SECTION 1: GENERAL INFORMATION

TAXPAYER

Name: _____ Date: _____ Date of Birth: _____
Social Security #: _____ Occupation: _____
Home Phone: () _____
Cell Phone: () _____ Fax: () _____
Filing Status: [] Single [] Head of Household
[] Married [] Married Filing Separately
Did your marital status change during the year? yes / no

SPOUSE

HOME

Name: _____ Resident Address: _____
Date of Birth: _____ Social Security #: _____ Date moved if new address _____
Occupation: _____ County _____
Business Phone: () _____ School District: Name _____ Number _____
Did you receive an advance payment of the child tax credit from the IRS? \$
Do you want to electronically file your tax returns? _____

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

Attach Year End Retirement Statement

Table for Current Year Contributions with columns: IRA, KEOGH, SEP, ROTH IRA, SIMPLE, UNI-K

2003 ESTIMATED TAXES PAID AND CREDITS

Check Box If No Estimates Paid []

- First Quarter due 4/15/03
Second Quarter due 6/15/03
Third Quarter due 9/15/03
Fourth Quarter due 1/15/04

Table for 2003 Estimated Taxes Paid and Credits with columns: DUE DATE, DATE PAID, FEDERAL, STATE

SECTION 3: INCOME

INTEREST INCOME: PAYOR

Attach Copies Of 1099s

Form for Interest Income: Payor with multiple dollar amount input lines

DIVIDEND INCOME: PAYOR

Attach Copies Of 1099s And Year-End Broker Statements

Form for Dividend Income: Payor with multiple dollar amount input lines

INCOME FROM K-1's

Attach K-1 Form

Form for Income From K-1's with multiple dollar amount input 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

Form for Other Income with fields for Wages, Alimony Received, Pension or Annuity, and Unemployment Compensation, Social Security Income, State Tax Return

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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
State Income Tax
Local Income Tax
Others

CONTRIBUTIONS

Total Cash Contributions
Non-Cash Contributions
Salvation Army/Goodwill Industries
Other

COMPANY DRIVER BUSINESS EXPENSES

No. of Overnights
Trucking Publications
Telephone/Cell Phone
Gloves
Laundry/Uniforms
Maps
Other

OTHER

Total Casualty Loss
Moving Expenses
Miles From Old Home To New Home
Safety Deposit Box
Adoption Expense
Income Tax Preparation

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

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SECTION 7: QUESTIONS

1. NUMBER OF OVERNIGHTS _____

2. BACK UP VEHICLE MILEAGE: (NOT TRUCK)
TOTAL MILES USED _____
TOTAL BUSINESS MILES _____

3. EQUIPMENT PURCHASED: Attach Copy of Contract
New? _____ Used? _____
A. DATE ACQUIRED _____
COST \$ _____
DESCRIPTION _____
MONTHLY PAYMENT \$ _____
B. DATE _____
COST \$ _____
DESCRIPTION _____
MONTHLY PAYMENT \$ _____

4. EQUIPMENT SOLD: Attach Copy of Contract (Don't List Trade-Ins)
A. DATE _____
SALE PRICE \$ _____
DESCRIPTION _____
B. DATE _____
SALE PRICE \$ _____
DESCRIPTION _____

5. OFF HIGHWAY FUEL (REEFER FUEL)
NO. OF GALLONS _____

SECTION 8: BUSINESS INCOME & EXPENSES

PLEASE ENTER YOUR BUSINESS INCOME AND EXPENSES IF NOT PREPARED BY PBS TAX AND BOOKKEEPING SERVICE OR ATTACH SCHEDULE. (DO NOT INCLUDE W-2 INCOME)

GROSS INCOME \$ _____
EXPENSES:
Administrative Fees \$ _____
Advertising \$ _____
Auto Lease \$ _____
Broker Fees \$ _____
Entertainment & Promotion \$ _____
Claims & Damages \$ _____
Casual Labor \$ _____
Comdata/Comcheck Fees \$ _____
**Communication Fees/Telephone \$ _____
Dues & Subscriptions \$ _____
Equipment Rental \$ _____
Fuel & Oil \$ _____
Insurance - Health \$ _____
Insurance - Truck, Cargo Physical Damage, Etc. \$ _____
Insurance - Worker's Comp \$ _____
Interest \$ _____
Laundry & Uniforms \$ _____
Licenses, Plates & Permits \$ _____
Loading & Unloading \$ _____
Medical (D.O.T. Physical, Drug Testing) \$ _____
Motels \$ _____
Office Supplies & Expense \$ _____
*Office Equipment \$ _____
Parts \$ _____
Postage \$ _____
Professional Fees \$ _____
Repairs & Maintenance \$ _____
Salaries \$ _____
Subhaul \$ _____
Supplies \$ _____
TAXES - Fuel \$ _____
TAXES - Hwy Use (2290) \$ _____
TAXES - Payroll \$ _____
Telephone \$ _____
Tires \$ _____
Tolls & Scales \$ _____
Tools \$ _____
Washes & Lubes \$ _____
Yard Rental \$ _____

SECTION 9: LIST NOTES AND ADDITIONAL DEDUCTIONS

SECTION 10: REMINDERS ATTACH THE FOLLOWING

- COPY OF 2002 TAX RETURNS - FEDERAL, STATE & LOCAL (IF NOT PREPARED BY PBS)
COPY OF CONTRACTS FOR ANY EQUIPMENT BOUGHT, SOLD, OR TRADED.
ALL WAGE AND EARNINGS STATEMENTS W2s, 1099s, K-1s
\$200 DEPOSIT FOR PREPARATION OF TAX RETURN
ESCROW CLOSING STATEMENT FOR PURCHASE, SALE OR REFINANCE OF HOME

SECTION 11: NAME

THE INFORMATION CONTAINED HEREIN IS TO THE BEST OF MY KNOWLEDGE, CORRECT AND COMPLETE.

NAME(S):
X _____
X _____
DATE _____

* Phone, Fax, Computer, Copier, Cell Phone, Pager, Laptop, Etc.
** Qualcomm, Satellite, Internet Service