PBS TAX & BOOKKEEPING SERVICE
6345 Balboa Blvd, Bldg 4, Suite 382
Encino, CA 91316
800-697-5153

2004 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. 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 2003 Federal, State and Local tax returns if not prepared by PBS **(this information is mandatory as it gives us an idea of your tax history and tax requirements)**.
[ ] All wage/earning statements W-2's, 1099's, K-1's, etc.
[ ] Form(s) 1098 (mortgage interest) and property tax statements
[ ] Brokerage statements (including purchase price and dates acquired for items sold in 2004) from stock, bond or other investment transactions
[ ] Closing statements pertaining to real estate transactions
[ ] Any tax notices received from the IRS or other taxing authorities
[ ] A depreciation schedule and/or Form 4562 from your Federal return for the year your equipment was acquired so we know how to compute the depreciation expense
[ ] Information on any equipment **sold** or **traded** in 2004
[ ] A copy of the lease or purchase agreement including financing terms for any new or used equipment acquired in 2004.
[ ] 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.

Please be sure to provide all the information listed. It is imperative we receive all 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 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

2004

P B S T A X & B O O K K E E P I N G S E R V I C E

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

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2004

SECTION 1: GENERAL INFORMATION

TAXPAYER

Name: ______ Date: ______ Date of Birth: ______

Social Security #: ______ Occupation: ______

Home Phone: ( ) ______

Cell Phone: ( ) ______ Fax: ( ) ______

☐ BLIND ☐ OVER 65

Filing Status: ☐ Single ☐ Head of Household
☐ Married ☐ Married Filing Separately (Need Spouse SS#)

Did Your Marital Status Change this year? ______

If Divorced, Date Became Final ______

SPOUSE

Name: ______

Date of Birth: ______ Social Security #: ______

Occupation: ______

☐ BLIND ☐ OVER 65 Business Phone: ( ) ______

Did You Live at The Same Address all Year Y / N ______

Do you want to electronically file your federal tax return? ______

HOME

Residence Address: ______

City ______ State ______ Zip ______

County ______

School District: Name ______ Number ______

If You Moved to Another State, Provide State & Date You Moved. ______

DEPENDENTS

Names of Dependents Claimed As Exemptions (Name: First, Initial, and Last Name)	Date Of Birth	Dependents Social Security Number	Relationship	Number of Months Lived At: Home	College	FullTime Student

SECTION 2: MISC.

CURRENT YEAR CONTRIBUTIONS

Attach Year End Retirement Statement

	IRA	KEOGH	SEP	ROTH IRA
You	$	$	$	$
Spouse	$	$	$	$

	SIMPLE	UNI-K
You	$	$
Spouse	$	$

Do either you or your spouse participate in a pension, profit sharing or 401K plan?

YES ☐ NO ☐

ESTIMATED TAXES PAID AND CREDITS

Check Box If No Estimates Paid ☐

Don't include 2003 Overpayment in 1st Quarter

	DUE DATE	DATE PAID	FEDERAL	STATE
First Quarter due 4/15/04	April		$	$
Second Quarter due 6/15/04	June		$	$
Third Quarter due 9/15/04	Sept.		$	$
Fourth Quarter due 1/15/05	This Jan.		$	$

SECTION 3: INCOME

INTEREST INCOME: PAYOR

Attach Copies Of 1099s (1099-INT)

______ $
______ $
______ $
______ $
______ $
______ $

DIVIDEND INCOME: PAYOR

Attach Copies Of 1099s And Year-End Broker Statements (1099-DIV)

______ $
______ $
______ $

INCOME FROM K-1's

Attach K-1 Form

______
______

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

(1099s) Other Income ______ (1099-G) Unemployment Compensation ______ (1099-SSA) Social Security Income ______ (1099-G) State Tax Refund ______

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SECTION 4: DEDUCTIONS CLAIMED

MEDICAL EXPENSES

Insurance Premiums $ __________
(Don't Duplicate in Section 8 under Health Insurance)

Long Term Care Insurance Premiums $ __________

Drugs and Medicines $ __________ Doctors, Hospitals, Etc $ __________

Insurance Reimbursements $ __________

CHILD & DEPENDENT CARE CREDIT

Names of Dependents Cared For 1) __________

2) __________ 3) __________

Amount Paid for Each Dependent $ 1) __________

2) __________ 3) __________

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 __________ $
(Attach Copies of Form 1098)

__________ $

__________ $

Mortgage Interest Paid to Individual __________ $
(List Name, Address, and SS#)

Student Loan Interest __________ $
(1098-E)

TAXES

Real Estate Taxes __________ $

Auto License __________ $

Sales Taxes *(Boat, CAR, RV) __________ $

State Tax (Due for 2003, paid in 2004) __________ $

State 4th Quarter Estimate for 2003, paid in 2004 __________ $

Others __________ $

CONTRIBUTIONS

(You Must Have Receipts For All Contributions Of $250 Or More)

Total Cash Contributions __________ $

Non-Cash Contributions (Attach Receipts if over $500.)

Name __________ $

Name __________ $

COMPANY DRIVER BUSINESS EXPENSES

Not Reimbursed

If Self-Employed: Do Not Use This Section. Use Section 8.

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) $ __________ Attach Documentation

Miles From Old Home To New Home __________ Date Moved __________

Safety Deposit Box $ __________

Adoption Expense (per child or effort) $ __________

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? ☐ How long is new loan for? __________
(If yes, submit closing papers)

Did you purchase or sell your personal residence? ☐
(If yes, submit closing papers. In addition, if sold need closing papers when it was originally purchased)

Residential Renters Credit:

Name of Landlord (s): __________

Address of Landlord (s): __________

Amount of Rent Paid $ __________ Dates Rented __________

Has there been an IRS audit? (If yes, send audit report within the last three years) ☐

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 $ __________
(Attach form #1099-R)

COLLEGE TUITION - Taxpayer ☐ Spouse ☐ Child ☐

Year of College (circle one): 1 2 3 4 or Beyond Amount Paid $ __________
(Attach form #1098-T)

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 Room __________

Cost of Residence __________ $
(Please send copy of Property Tax Bill)

Insurance $ __________

Repairs & Maintenance __________ $

Utilities $ __________

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SECTION 7: QUESTIONS

1. NUMBER OF OVERNIGHTS ____________
   (Count From log books)

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

3. EQUIPMENT PURCHASED: Attach Copy of Contract
   A. DATE ____________
   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 ____________
   ____

6. BUSINESS NAME
   LIST DBA'S ____________
   ____

7. FEDERAL TAX ID #
   ____

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 $ ____________
(Submit all 1099's)

EXPENSES:

Administrative Fees $ ____________
(ATM, Bank Service Charges)
Advertising $ ____________
Auto Lease $ ____________
(Attach Copy)
Broker Fees $ ____________
Casual Labor $ ____________
Claims & Damages $ ____________
Comdata/Comcheck Fees $ ____________
**Communication Fees $ ____________
Dues & Subscriptions $ ____________
Entertainment & Promotion $ ____________
Equipment Rental $ ____________
(Not Lease Purchase)
Fuel & Oil $ ____________
Insurance - Health $ ____________
(Employees Only)
Insurance - Truck, Cargo Physical Damage, Etc. $ ____________
Insurance - Worker's Comp $ ____________
Interest $ ____________
(Attach Year End Statement)
Laundry & Uniforms $ ____________
Licenses, Plates & Permits $ ____________
Loading & Unloading $ ____________
(Lumpers)
Medical (D.O.T. Physical, Drug Testing) $ ____________
Motels $ ____________
Office Supplies & Expense $ ____________
*Office Equipment $ ____________
(Home or Truck)
Parts $ ____________
Postage $ ____________
Professional Fees $ ____________
Repairs & Maintenance $ ____________
Salaries $ ____________
(Attach Form W-3)
Subhaul/Contract Labor $ ____________
(Attach Form 1099)
Supplies $ ____________
TAXES - IFTA / Fuel $ ____________
TAXES - Hwy Use (2290) $ ____________
TAXES - Payroll $ ____________
Telephone $ ____________
Tires $ ____________
Tolls & Scales $ ____________
Tools $ ____________
Washes & Lubes $ ____________
Yard Rental $ ____________

* Phone, Fax, Computer, Copier, Cell Phone, Pager, Laptop, Etc.
(Include Description Amount & Dates Acquired.)
**Qualcomm, Satellite, Internet Service

SECTION 9: LIST NOTES AND ADDITIONAL DEDUCTIONS

____
____
____
____
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____

SECTION 10: REMINDERS ATTACH THE FOLLOWING

- ☐ COPY OF 2003 TAX RETURNS – FEDERAL, STATE & LOCAL (IF NOT PREPARED BY PBS)
- ☐ COPY OF CONTRACTS AND LEASES FOR ANY EQUIPMENT BOUGHT, SOLD, TRADED OR RENTED.
- ☐ 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 ____________