

Powers & Company

PO Box 882

Mahopac, NY 10541

Office: 845-621-9538

Fax: 845-621-9520

a.j.powers@tax-power.com

www.tax-power.com

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Major tax changes were made in 2009 which can be found on our Tax Power website which I urge you to read so you can take advantage of every tax deduction and credit available. There you can download the tax organizer to gather your tax information that we need to prepare your tax return. The address is www.tax-power.com or you can search the words "Tax Power" to find us. If you are a US expatriate be sure to download and answer the questions on the Expatriate Tax Supplement as well. If you don't have internet access call us for a hard copy.

To help your cash flow you can now pay our fee from your tax refund when it is deposited to your account. When providing your bank routing and account numbers for your direct deposit simply check off the box authorizing us to debit our fee the day your tax refund is deposited. We also accept all major credit cards.

Include all original tax documents so we have the correct information. This can be mailed, scanned and emailed or dropped off at the office. Be sure to include updated information such as changes in your filing status, any new children or other dependents.

To speed up your tax refund use direct deposit and file early. A voided check will enable us to ensure having the proper banking information. If you end up owing tax we can arrange for the balance due to be paid in full from your bank account on April 1 or for an Installment Payment Arrangement over a period of between 12 and 60 months.

Qualifying IRA contributions can also be made using your tax refund for returns filed early and will be taken as a deduction on your tax return.

We depend and appreciate your referrals. We rely on our satisfied clients to refer others whom we can help with their tax preparation, tax audits, tax planning and other tax problems. I often share tax news on my Facebook or Linked In network.

Warmest wishes,

Andrew J. Powers

P.S. Complete, sign and return the E-file and ACH authorization with your tax information.

We are now required by law to electronically file all tax returns that we prepare. This will expedite any tax refund coming to you as it will be directly deposited into your bank account. Last year those who filed early received their tax refunds directly deposited within 6 business days from the date that the return was electronically transmitted.

To ensure we have the correct information on file to prevent tax refund delays, please provide us with a VOIDED CHECK. (See below if you want split refund deposits).

If you owe additional tax we will schedule the tax payment to be withdrawn from your account on April 1 (or other day if you request). Your tax preparation fee will be debited to this account on the day that the tax refund is deposited or 15 days from the day that the tax return is electronically filed, which ever is sooner.

You may have your deposit split between more than one account, including a qualified IRA savings account. If you qualify for a deduction it will be taken on your tax return to reduce your tax liability or increase your refund. Should you chose this option please provide us with the name of the financial institution and bank routing and account information.

PLEASE SIGN BELOW:

I hereby authorize Powers & Company to electronically file my tax return on my behalf and have refunds directly deposited to my bank account. If I owe tax it will be paid by direct debit to my account on April 1, 2010 unless I choose to have it debited sooner or require a tax installment payment request in which case I will discuss this option with Andy Powers.

Primary Taxpayer

Spouse (if married filing a joint return)

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Part I-Identifying Information (Please Print)

Taxpayer

First Name Mid. Init. Last Name Social Sec. Number Date of Birth

Occupation Work Phone (Ext) Best Time to Call

Spouse

First Name Mid. Init. Last Name Social Sec. Number Date of Birth

Occupation Work Phone (Ext) Best Time to Call

Residence

Street Address Apt. No. City State Zip Code

Home Phone Best time to call e-mail address

How many months during the year did you reside at this address?

If less than an entire year, provide former address and dates of residence

Name of the State and City in which you worked and dates worked

Part II-Federal Filing Status (Please check your filing status)

- Single** **Married Filing Jointly** **Married Filing separately**
- Check this box if you did not live with your spouse any time during the year.** **Check this box if you are able to claim your spouse's exemption**
- Head of Household**
If the "qualifying child" is not your dependent enter child's:
Name : _____
Social security number _____
- Qualifying widow(er)** **Enter the year your spouse died:** _____

Part III-Dependent Information (List your dependent's information)

First Name	MI	Last Name	Not a US Res	Date of Birth	Social Security Number	Relationship to taxpayer	No. Months Lived Home

- ✍ **HOME PURCHASE:** Did you purchase a home used as your primary residence between Jan. 1, 2009 and April 30, 2010? If yes please provide a copy of ALL of your closing documents. Contracts entered into by April 30 must close by June 30, 2010. If you plan to purchase a home before the 2010 deadline you should file now and then amend your 2009 tax return.
- ✍ **Presidential Election Campaign Fund:** Do you want \$3 to go to the Presidential Election Campaign Fund? Taxpayer.....Yes___ No___ Spouse.....Yes___ No___
- ✍ **Were you in a Combat Zone in 2009?** Taxpayer.....Yes___ No___
- ✍ **Disability:** Are you permanently and totally disabled?
Taxpayer Yes___ No___ Spouse Yes___ No___
- ✍ **Blindness:** Is either taxpayer legally blind? Please indicate: Taxpayer___ Spouse___
- ✍ **Dependent Filer** If someone (such as your parent) can claim you as a dependent, please check the appropriate box: Taxpayer ___ Spouse ___
- ✍ **Decedent:** Taxpayer: Date of death..._____ Spouse: Date of Death....._____
- ✍ **Did you incur expenses to care for a dependent while you worked?** Yes_____ No_____ If yes, provide details of all expenses, including the name, address, tax ID number and the amount paid each care provider during the tax year.
- ✍ Amount you incurred for adoption expense. Provide details.
- ✍ Dependents under 23 years of age: Special rules apply regarding tax rates, dependency exemption deduction and tuition credits. To accurately calculate the lowest family tax and avoid problems all tax returns for all family members should be prepared together.
- ✍ State Renters' credit: If you rent your residence what was your rent for 2009?
\$_____
- ✍ Did you purchase home heating bio fuel in 2009? If yes provide details
- ✍ Did you install solar energy or energy saving home improvements or appliances? Provide details.
- ✍ Were you a volunteer EMS, USCG Auxiliarist or firefighter? Provide details.

Tax Payment Information:

Provide information regarding all tax payments made for estimated tax, tax assessment notices, etc.

Foreign Employment/Residence and Non U.S. Taxpayers:

If you are an American taxpayer who worked or resided any portion of the year outside the U.S., or a foreign citizen who worked in the U.S., please provide details. Special rules apply. Please provide us with the following information for both spouses (if married):

- ? Countries of citizenship and residence
- ? All travel information within and without the U.S. for the year
- ? Visa and immigration information (copies of all documents)
- ? Green card status
- ? Employment information and earnings within and without the U.S.
- ? Details of all U.S. source and global income for the year.
- ? Copies of all tax returns filed in countries OTHER than the U.S. for the year.
- ? Your U.S. filing status depends on several factors based on complex U.S. rules that pertain to non-resident and resident aliens of the U.S. Based on the information that you provide we will determine the appropriate filing status and make appropriate filing status elections should they be beneficial to you.

COPIES OF YOUR 2008 TAX RETURNS: If you are a new client, please send us copies of your 2008 personal income tax returns. Existing client's copies are on file

The following is a checklist to ensure that you provide us with all the information that we need. If an area does not apply to you simply write N/A.

INCOME :

- ✍ Wages: Enclose copies of ALL your Forms W -2 which you received from your employer(s).
- ✍ Self Employment and Misc. Income: Enclose copies of ALL your Forms 1099 MISC which you received from work performed as an independent contractor as well as other income such as prizes, lottery, etc.
- ✍ Interest & Dividends: Enclose copies of ALL Forms 1099 INT and 1099 DIV which you received from banks and financial institutions from your savings and investments.
- ✍ Income from U. S. Series EE and Series I Savings bonds.
- ✍ State Income Tax Refunds: Please send a copy of your notice of state income tax refund that confirms the amount of state and local tax refund you received. If you do not have this, kindly verify that the amount that you received was the same as the amount claimed on last year's state tax return.
- ✍ Alimony Received: If you received alimony pursuant to a divorce or legal separation agreement, this amount is subject to tax. Amounts specified as child support are NOT taxable. Please provide the following information:

_____	_____	\$ _____
Name of former spouse (payer)	Payer's Soc Sec #	Amount Received

- ✍ Pension and Annuity Income: If you received income or distributions from pension, annuity, IRAs or 401(k) Plans, etc. provide a copy of any Forms 1099R you received.
- ✍ IRA withdrawals: If you were under age 59 ½, indicate the reason for each withdrawal.
- ✍ Unemployment Compensation: Provide a copy of any Unemployment Form 1099.
- ✍ Social Security Benefits: Provide copies of statements received from the Social Security.
- ✍ Capital Gains from Investments: Sent copies Form(s) 1099B.
- ✍ Other Gains and Other Income : If you sold other properties during the year, please provide copies of all documents or other information which substantiate both the purchase price and the selling price of each property. Also provide a listing of (type and amount) and any other documentation relating to any other income which you received during the year (including income from estates and trusts. Gains of up to \$250,000 (\$500,000 if married filing jointly) from the sale of your home are excluded provided that you used the house as your primary residence for 2 of the last 5 years before the sale. Different rules apply to Combat Zone Veterans or if you acquired the home in a tax free Sec. 1035 exchange.
- ✍ Employee Stock Options and Awards: Provide details and all supporting documentation

⚡ **Self Employment, Income :**

- ⚡ Partnerships or Sub S Corps: Provide copies of any Form(s) K-1 which you received
- ⚡ Self Employment from sole proprietorships or Single Member LLCs:
INCOME: Provide copies of all Form(s) 1099 MISC you received. Also please provide a list of your Self Employment income received from self employment activities which are not included in Form(s) 1099 MISC or K-1s. List this income by type (services, merchandise sales, commissions, sales tax collected, etc) and amount.

Expenses: Provide a list of all expenses connected with your self employment earnings. List the expenses by type including sub categories (Taxes/ Sales Tax, Property Tax, etc) and amount for each category or sub-category. Include all cost details for major asset purchases.

AUTO & TRUCK Expenses. Provide all mileage details including 1) Total miles driven for the year, 2) Business Miles for the year, 3) Miles spent COMMUTING to your business office for the year for each vehicle used and the details (year, make, model) for each vehicle. Also provide odometer reading at beginning and end of year.

Also provide summary of auto expenses by category, fuel, maintenance, repairs, insurance, etc. We will compute the greatest deduction permitted.

List other BUSINESS expenses such as overnight travel and lodging (details), insurance, office supplies, telephone, internet, etc.

Retirement and Medial Savings/Insurance Deduction. Self employed individuals can take above the line INCOME TAX deduction for health insurance and contributions made to Keogh/SEP/SIMPLE plans: Enter the type of plan and contributions made for the tax year. Please provide details.

NOTE! Contributions made to retirement plans and medical insurance premiums paid by sole proprietors or owners of Subchapter S Corporations are NOT deductible when computing Self Employment (Social Security) taxes.

⚡ **Rent and Royalty Income:**

- ⚡ Royalty Income: Provide copies of all Form(s) 1099 MISC for royalties received.
Please also list any expenses you incurred in connection with earning royalties received.
- ⚡ Rental Income Property:
 - ⚡ Property Information: Provide a detailed list of all rental properties acquired and improvements made. Indicate the dates, description of property or improvement, cost and depreciation information to ensure that proper depreciation deductions are claimed. We cannot prepare your return without this information.
 - ⚡ For each property listed please indicate if you or your family used the property for t more than 14 days or 10% rented at the fair market value during the year. _____YES
_____NO
 - ⚡ Did you materially participate in the collection of rents and management of the property?
_____YES _____NO

RENTAL INCOME EXPENSES:

- ⌘ **INCOME:** For each property list all rents received and provide copies of any Form(s) 1099.
- ⌘ **INTEREST**-Provide copies of all Form(s) 1098 for interest paid on mortgages.
- ⌘ **REAL ESTATE TAX**- Provide copies of documents.
- ⌘ **ALL OTHER RENTAL EXPENSES:** For each property list all expenses including advertising travel to and from the property, cleaning and maintenance, commissions, property insurance, professional and property management fees, mortgage interest, repairs (describe each repair and cost), maintenance, RE taxes, utility costs (telephone, electric, gas-list separately), heating property owner dues, telephone expenses, any other expenses connected with the property.

ADJUSTMENTS TO GROSS INCOME

- ⌘ **IRA Deduction and Information**-Provide all Forms 5498 received. Deposits for the year may be made at any time during the tax year and up through April 15. **NOTE: ROTH IRA contributions are NOT deductible.**

Traditional IRA deposits: Taxpayer \$ _____ Spouse \$ _____

If you contributed to a deductible IRA please send me your tax information before March 10 so you have time to withdraw any excess contributions by April 15.

- ⌘ Qualified Higher Education expenses (including vocational schools). Provide details concerning the name and social security number of the student and relationship to the taxpayer, amount of enrollment tuition and fees paid to the institutions and the name and address of the school.
- ⌘ Student Loan Interest (provide documentation) paid \$ _____
- ⌘ Teachers and teacher's aids: What did you spend for teaching material during the year that was not reimbursed? \$ _____
- ⌘ Hybrid/Clean Fuel Vehicles: If you purchased a qualifying clean fuel vehicle during the year please provide details including cost.
- ⌘ Moving Expense Connected with Employment or self employment may deductible. Provide an itemized list of all moving expenses paid by you or your employer and all employer reimbursements received. Provide copies of all documents received from your employer.
- ⌘ Alimony paid: Enter amount paid \$ _____ Recipient's Soc Sec No. _____
- ⌘ Medical Savings and Health Savings Account (Provide information)

ITEMIZED DEDUCTIONS

⚡ Medical Expenses: Provide a complete listing of your medical expenses, by category, which were not reimbursed by medical insurance benefits. Include auto mileage and other transportation costs seeking medical treatment and therapy (including meetings). INCLUDE long term care premiums.

⚡ Taxes: Real Estate \$ _____ (provide copies of receipts)
State & Local Income Tax \$ _____ (in ADDITION to withholding)

Personal Property Tax (important for CT residents) \$ _____

Sales Tax on Major Purchases \$ _____ (provide details and receipts)

Foreign income taxes: \$ _____

Mortgage Interest:

⚡ Interest paid to financial institutions and private lenders for mortgages on:

Primary Residence \$ _____

Second Home \$ _____ NOTE: A second home is defined as any facility that provides sleeping, cooking and toilet accommodations, including boats, mobile homes or RV's that provide the required accommodations.

Other Real Property and second mortgages: Provide details and documents:

Description/Explanation Interest Paid
Investment interest (i.e. Margin Account Interest) \$ _____

⚡ Mortgage Life Insurance Premiums are deductible (mortgage company must be beneficiary! If you had MLI what were your premiums? \$ _____

⚡ Mortgage Recording Tax now deductible

⚡ Charitable Contributions:

Cash: List the names and amounts donated in cash.

Property: List the name of the charity, description and the fair market value of each property donated. Provide signed receipts for property valued for more than \$500 showing the tax ID number and address of the charity. Gifts over \$5,000-Attach Form 8283 signed by an appraiser. NOTE! The Congress has instructed the IRS to closely scrutinize donations of cars and boats for excessive deductions and you will no longer get a full deduction for the Kelley Blue Book Retail FMV! Instead you can now only deduct the amount of cash received by the charity when the car was sold. Form 1098-C must be obtained from the donee if you donated a car or boat or no deduction is allowed!

Carryover deductions from prior years (provide schedule)

Personal mileage for charitable purposes: _____ miles

Volunteer/Auxiliary Fire, SAR, Police, Coast Guard, etc.: Uniforms, equipment, training phone and other UNREIMBURSED expenses are deductible. Provide details in order to claim any state benefits available.

? **MAJOR Casualty or Theft Losses:** If you incurred any major losses during the year relating to property thefts or other casualty losses, please provide a complete description of each event and a detailed list of all properties lost or damaged.

✍ **Other Expenses:**

Tax preparation fees \$ _____
Investment expenses (describe) \$ _____
Safe Deposit Boxes to hold investment property \$ _____
Business and Investment Publications \$ _____
Other Expenses: (Continued)

Unreimbursed business expenses:

Please provide a descriptive list of all business related expenses (job travel expenses, union dues, protective clothing, uniforms and equipment, job education, etc.) for which you received no reimbursement from your employer (or for which reimbursement was included in your W-2).

Note: If you deduct business expenses you are required to maintain a detailed journal of all expenses which include the who, what, where, when and why pertaining to each day's business activities. You are also required to maintain receipts for your expenses.

- ✍ Other expenses connected with the production of income \$ _____
- ✍ Adoption expenses. If you incurred expenses adopting a child under the age of 18 or a disabled person unable to care for him or her self please provide all details and an itemized list of related expenses paid during the year.

OTHER: NY, CT and NJ residents may be entitled to property tax rebates. Send us your tax bills! If you rent tell us your monthly rent expense.

Taxpayer's Declaration (If married BOTH spouses must sign)

To the best of my knowledge, the information included in this tax organizer, which is used for the preparation of my income tax return(s), is true, accurate and correct, and that I have the necessary documentation to substantiate the deductions claimed on my return.

Taxpayer's Signature

Date

Spouse's Signature

Date