

**In Preparation For Your Tax Appointment/Mail-in...**

**1) Read This Now**

**2) Read It Again Before Your Appointment/Mail-in**

**JANUARY APPOINTMENTS**

**Benefits:**

- |   |                  |
|---|------------------|
| 1.) Total tax prep fee<br><u>discounted 20%</u> | 3.) Less stress  |
| 2.) More time for consultation                  | 4.) More laughs! |

**Remember:**

You will receive a "Still Need" list with enough time to submit 1099's/W2's and other informational returns. You must have your expenses calculated accurately for the appointment.

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**Auto Sales Tax** is now an add-on to standard or itemized deductions.

**Residential Energy Credits**—30% up to \$1500. **See Our Website** re: Insulation, exterior windows and doors, metal & asphalt roofs.

**Roth Conversions**—2010 No income limitations-**See Our Website**.

**CA Sales Tax**- now requires anyone purchasing from out-of-state to pay sales tax with tax return, or register, for some S/E individuals. **See Our Website** for details and potential penalties.

**NOTE:** There is always on-going confusion on the difference between *Real Estate Capital Improvements* and *Repairs*. The best thing to do: itemize expenses as much as you can and we will ascertain together.

**NOTE:** Most Government correspondence stems from errors in the figures you give us on ESTIMATED TAX PAYMENTS. **That can cost you money!** **Please** make sure you have the correct amounts and dates. You can check on-line for California: [www.ftb.ca.gov/online/myacct/index.html](http://www.ftb.ca.gov/online/myacct/index.html) and you can call for Federal: 1-800-829-4477. **Itemize on page 3, 6 of your Organizer.**

**NOTE:** 1099B's are gross sale proceed forms sales of stock (often a transfer is a sale), **including** mutual funds. If broker has not included an itemization of realized gains/losses **you must call and demand** it before you come in to see us. All brokers have this data and there is no reason for us to compute gains/losses on any sale.

**PLEASE REMEMBER** to look at your 1099B statements carefully as you may not realize you sold or had a disposition during the year. **You do not have to list each transaction on page 17 of your Organizer.**

**NOTE:** 2009 Auto Mileage Deduction: 55¢

**NOTE:** Gift tax exclusion: — \$13,000

**NOTE:** Estate exclusion: 2010 — No Estate Tax

**BRING/MAIL Only** Federal and California copies of W2's. If you choose to list/itemize this in your Organizer, it allows us to double-check for accuracy.

**BRING/MAIL** All 1099's including Interest, Dividends, Final Broker Statements and all Rollovers.

**BRING/MAIL** Withholding paid through escrow on sales of property (for California returns).

**BRING/MAIL** All documents regarding real estate i.e. purchase, sale, or refinancing, closing escrow statements — just the *one* settlement page (and addendum) please!

**BRING/MAIL** *Purchase paper* if you bought a vehicle.

**BRING/MAIL** 1099's for C.O.D. income.

**BRING/MAIL** Separate accounting for auto insurance for each vehicle you are deducting.

**BRING/MAIL** Information on AUTO MILEAGE: total miles and business miles actually driven and total spent on gas (or kind of gas used and m.p.g.). Please do accurately for each vehicle.

**BRING/MAIL** Total finance charges on credit cards used for business and/or rental properties.

**BRING/MAIL** A SEPARATE total for all meals (entertainment and business travel) — or compute accurate total number of days away on business. Keep travel meals separate from total travel expenses.

**BRING/MAIL** Separate accounting for cell phone expenses used for business only. Use your statement as a reference and do the best you can.

**BRING/MAIL** Info on **Child Care Providers:** name, address, social security or Employer ID#, phone number and amount paid.

**INFORMATION RETURNS**

There are many sources for 2009 W-2's, W-3's, 1099's, and 1096 transmittals. Please see our website for details:

**www.weinsteinassoc.com**

1099 forms are due to IRS on March 1st and to recipients February 1st, but better late than never!

**REMINDERS**

Direct deposit info: If your checking account has changed, please provide name of bank, routing number and account number. **Indicate on page 3, 6 of your Organizer.** If incorrect, refunds are delayed and sent by mail.

**VERY IMPORTANT**

You must have actual cancelled checks/credit card receipts, cash receipts, and contemporaneous auto log with noted descriptions for total verification of expenditures in an audit situation!!

*Recommended Parking: Parking Garage on C Street between Third Street and Fourth Street- We have vouchers for 1 hour of free parking*

**WE HIGHLY RECOMMEND YOU USE YOUR TAX ORGANIZER. THIS WILL SAVE YOU TIME & MONEY!**