

Car And Truck Expenses
(Employees use ORG17 – Employee Business Expenses)

ORG18

for:

GENERAL INFORMATION-	Vehicle 1	Vehicle 2	Vehicle 3
1 Description of vehicle			
2 Date placed in service			
3 Enter detail on lines 3a and 3b, or total on line 3c:			
a Ending mileage reading			
b Beginning mileage reading			
c Total miles for the year (line 3a less line 3b)			
4 Business miles			
5 Total commuting miles			

STANDARD MILEAGE RATE	Vehicle 1	Vehicle 2	Vehicle 3
6 Do you qualify for standard mileage? (Preparer Use)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7 Is this a leased vehicle?	Yes No	Yes No	Yes No

ACTUAL EXPENSES	Vehicle 1	Vehicle 2	Vehicle 3
8 Gasoline, oil, repairs, insurance, etc			
9 Vehicle registration fee (excluding property tax)			
10 Vehicle lease or rental fee			
11 Inclusion amount (Preparer Use Only)			
12 Depreciation (Preparer Use Only)			
13 Parking fees, tolls, and local transportation			
14 Portion of vehicle registration fee based on value			
15 Interest on vehicle			

DEPRECIATION/DISPOSITIONS	Vehicle 1	Vehicle 2	Vehicle 3
16 Cost or basis			
17 Is this an electric vehicle?	Yes No	Yes No	Yes No
18 Is this qualified Indian reservation property?	Yes No	Yes No	Yes No
19 Type of vehicle (Preparer Use)			
20 Section 179 expense (Preparer Use)			
21 Qualified Property for Economic Stimulus? (Preparer Use)	Yes No	Yes No	Yes No
22 Qualified Property for Qualified Disaster Area? (Preparer Use)	Yes No	Yes No	Yes No
23 Kansas Disaster Zone? (Preparer Use)	Yes No	Yes No	Yes No
24 Qualified GO Zone Property (Preparer Use)	Reg Ext N/A	Reg Ext N/A	Reg Ext N/A
25 Qualified Property for SDA? (Preparer Use)	50% 30% No	50% 30% No	50% 30% No
26 Elect OUT of SDA? (Preparer Use)	Yes No	Yes No	Yes No
27 Elect 30% in place of 50% SDA (Preparer Use)	Yes No	Yes No	Yes No
28 Date sold			
29 Date acquired, if different from line 2			
30 Sales price			
31 Expense of sale			
32 Gain/loss basis, if different (Preparer Use)			
33 AMT gain/loss basis, if different (Preparer Use)			

VEHICLE QUESTIONS	Vehicle 1	Vehicle 2	Vehicle 3
34 Is another vehicle available for personal use?	Yes No	Yes No	Yes No
35 Was vehicle available during off duty hours?	Yes No	Yes No	Yes No
36 Was vehicle used primarily by a greater than 5% owner or related person?	Yes No	Yes No	Yes No
37 Do you have evidence to support the business use claimed?			Yes No
38 If yes , is the evidence written?			Yes No

Business Income and Expenses

ORG19

GENERAL INFORMATION

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------|---------------|
| 1 Check ownership | Taxpayer | Spouse | Joint |
| 2 Business name | | | |
| 3a Business street address | | | |
| b 1 City, State and Zip Code, or | | | |
| 2 Foreign country | | | |
| 4 Principal business/profession | | | |
| 5 Employer ID number | | | |
| 6 Business code (Preparer Use Only) | | | Yes No |
| 7 Was this business fully disposed of in a fully taxable transaction during 2009? | | | Yes No |
| 8 Accounting method: | | | |
| Cash | Accrual | Other (specify) | |
| 9 Method used to value closing inventory: | | | |
| Cost | Lower of
cost or
market | Other (explain) | |
| 10 Was there a change in determining quantities, costs, or valuations between opening/closing inventory?
(If yes, attach explanation) | | | Yes No |
| 11 Did you materially participate in the operation of this business during 2009? | | | |
| 12 Did you start or acquire this business during 2009? | | | |
| 13 At-risk determination: | | | |
| a Is all of the investment in this activity at risk? | | | |
| b Is some of the investment in this activity not at risk? | | | |
| 14 Did you have unallowed passive losses in 2008? | | | |
| 15a Treat all MACRS assets for this activity as qualified Indian reservation property? | | | |
| b Treat all assets acquired after August 27, 2005 as qualified GO Zone property? | Regular | Extension | No |
| c Treat all assets acquired after May 4, 2007 as qualified Kansas Disaster Zone property? | | | |
| d Was this business located in a Qualified Disaster Area? | | | |

Complete ORG51 for Asset Acquisitions and ORG50 for Dispositions.

INCOME	2009	2008
16 Gross receipts or sales		
17 Returns and allowances		
18 Other income (include federal/state gas tax credit/refund)		

COST OF GOODS SOLD – IF APPLICABLE	2009	2008
19 Inventory at beginning of year		
20 Purchases		
21 Items withdrawn for personal use		
22 Cost of labor (do not include your salary)		
23 Materials and supplies		
24 Other costs		
25 Inventory at end of year		

Business Income and Expenses (continued)

ORG19

EXPENSES	2009	2008
Business name		
26 Advertising		
27 Car and truck expenses (complete ORG18)		
28 Commissions and fees		
29 Contract labor		
30 Depletion		
31 Depreciation and Section 179 deduction (Preparer Use Only)		
32 Employee benefit programs		
33 Insurance (other than health)		
34 Self-employed health insurance attributable to this business		
35 Interest:		
a Mortgage (paid to banks, etc)		
b Other		
36 Legal and professional services		
37 Office expenses		
38 Pension and profit-sharing plans		
39 Rent or lease:		
a Machinery and equipment (enter vehicle lease on ORG18)		
b Other business property		
40 Repairs and maintenance		
41 Supplies (not included in cost of goods sold)		
42 Taxes and licenses		
43 Travel, meals, and entertainment:		
a Travel		
b Meals and entertainment subject to 50% limit		
c Meals subject to 80% limit		
d Meals and entertainment not subject to limit		
44 Utilities		
45 Gross wages		
46 Other expenses:		
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47 Expenses for business use of your home (Preparer Use Only)		
Complete ORG20 for Business Use of Home.		
48 Qualified pension plan start-up costs		

Business Use of Home

ORG20

for:
copy:

GENERAL INFORMATION	2009	2008
1 Area used regularly and exclusively for business, regularly and exclusively for day care, or regularly for inventory storage (square footage)		
2 Area used only partly for day care (square footage)		
3 Total area of home (square footage)		
4 Daycare hours		
a Number of weeks used for daycare, if less than full year		
b Number of days used for day care each week		
c Number of days closed for holidays, vacations, etc		
d Number of hours used for daycare each day		
5 If part of your income is from a place of business other than this home, enter % of gross income from business use of this home		
6 Gain from business use of home shown on Schedule D or Form 4797 (Preparer Use Only) ...		
7 Any losses from this business shown on Schedule D or Form 4797 (Preparer Use Only)		

Enter expenses that benefit only your business area in the 'Direct' column and expenses that benefit your entire home in the 'Indirect' column.

EXPENSES	2009		2008	
	Direct	Indirect	Direct	Indirect
8 Casualty losses (Preparer Use Only)				
9 Total mortgage interest/points				
10 Mortgage interest/points on Form 1098				
11 Interest not on Form 1098				
12 Points not of Form 1098				
13 Real estate taxes				
14 Excess mortgage interest (Preparer Use)				
15 Qualified mortgage insurance				
16 Other insurance				
17 Rent				
18 Repairs and maintenance				
19 Utilities				
20 Other expenses (e.g., rent)				
21 Carryover of operating expenses				
22 Excess casualty losses (Preparer Use Only)				
23 Depreciation of your home (Preparer Use Only)				
24 Carryover of excess casualty losses and depreciation				

DEPRECIATION

If your home and any additions or improvements to your home are not already listed on ORG50 for this business, please complete the following information.

25	Description	Date Acquired (MM/DD/YY)	Date Placed in Service (MM/DD/YY)	Cost (include land for residence only)
	Residence			
	Addition/Improvement			
	Addition/Improvement			
	Addition/Improvement			
	Addition/Improvement			
26	Enter the land value included in cost for residence			

Depreciation Entry Worksheet

ORG51A

for:

ASSET INFORMATION
Enter vehicles on ORG17 for employees, ORG18 for all others

Description of asset	Percentage of business use		%
Date placed in service	Section 179 deduction		
Cost or basis	Land included in cost		
Type of asset			
Note: Assets placed in service after 1998 use the same recovery period for both regular tax and AMT.			
Economic Stimulus – Qualified Property		Yes	No
Cellulosic Biomass Ethanol Plant Property (CBEPP) – Qualified Property		Yes	No
Qualified Disaster Area – Qualified Property		Yes	No
Kansas Disaster Zone – Qualified Property		Yes	No
Gulf Opportunity Zone – Qualified Property	Regular	Extension	No
In service in GO Zone Extension building within 90 days of building	Yes	No	N/A
Percentage for Special Depreciation Allowance		50%	30%
Elect OUT of Special Depreciation Allowance		Yes	No
Elect 30% in place of 50% Special Depreciation Allowance		Yes	No
Special Depreciation Allowance ...			AMT Special Depreciation Allowance
Enter the IRC section under which you amortize the cost of intangibles			
Type F: Check if a prior year return amended or Form 3115 filed to change recovery period to 5 years			
Check if General Asset Account			
Prior depreciation			AMT prior depreciation
Info on state depreciation and like-kind exchange property may be entered after transfer to ProSeries 1040.			

DISPOSITIONS
Enter business portion only for sales price and expense of sale

Date of disposition	Date acquired (if different from Date in service)		
Report land separately?	Yes No	Asset	Land
Sales price			
Expense of sale			
Property type			
Section 179 deduction allowed			
If Section 1250: Additional depreciation after 1975			
Applicable percentage			%
Additional depreciation after 1969 and before 1976			
Sale may be linked to Form 6252 or the Home Sale Worksheet after transfer to ProSeries 1040.			
Gain/loss basis, if different			AMT gain/loss basis, if different
Check to compute personal residence depreciation after May 6, 1997			

DETAIL ASSET INFORMATION
This section is calculated for most assets from the data entered above.

Listed property?	Yes	No
Subject to auto limitations?	Yes	No
Truck or van?	Yes	No
Electric passenger vehicle?	Yes	No
If General Asset Account, number of autos for current year limitation		
Heavy SUV?	Yes	No
Eligible Section 179 property (current year assets only)?	Yes	No
Use IRS tables for MACRS property?	Yes	No
Qualified Indian reservation property?	Yes	No
Depreciation type		AMT basis, if different
Asset class		Type for pre-'87 assets
Depreciation method		AMT depreciation method
MACRS convention		
Year of depreciation		
Recovery period		AMT recovery period
Depreciable basis		AMT depreciable basis