

Airline Crew Taxes

2011

EXPENSE ORGANIZER (Form 2106)

2011

NEW CLIENT(S) YES. GENERAL INFORMATION

<u>Taxpayer</u>	<u>Spouse</u>
First Name: _____	First Name: _____
Middle Initial: _____ Suffix: _____	Middle Initial: _____ Suffix: _____
Last Name: _____	Last Name: _____
Occupation: _____	Occupation: _____
Company/Base: _____	Company/Base: _____
Cell Phone: _____	Cell Phone: _____
Home Phone: _____	Home Phone: _____
E-mail: _____ <small>(Important for file status updates/general communications.)</small>	E-mail: _____ *None of your personal information is sold or shared.

State Tax Information: (N/A in TX, FL, TN, WA, AK, NV, WY) **Not all information is applicable for all states**

Employee/Work Related Itemized Expenses

	<u>Taxpayer</u>	<u>Spouse</u>
<u>Automobile Expenses:</u>		
<small>(N/A for commute to or from work by car, only for non-commuting for example: Work meetings, training, etc.)</small>		
Vehicle – Make/Model/Year	_____	_____
Date Placed in Service	_____	_____
Total Miles Driven During Year	_____	_____
Business Related Miles	_____	_____
Average Round Trip Distance to Work	_____	_____
If Leased, list payments, Yearly costs	_____	_____
Tolls, parking, taxis, etc.	_____	_____
<u>Overnight Travel Expenses:</u>		
Travel Costs for commuters (airlines, trains, parking, etc.)	_____	_____
Lodging:	_____	_____
Auto Rentals, Taxi's, etc.	_____	_____
Incidental Expenses (overnights)	_____	_____
Tips (hotel vans, shoe shines, etc)	_____	_____
Commuter Passes	_____	_____
Other travel costs (cabs, buses, etc.)	_____	_____

ATM fees, currency exchange fees _____

Employee Expenses:

Non taxable per diem:

If not On W2, Box 12, Code L, then please submit your last pay stub of the year for us to obtain YTD information.

Meals & entertainment _____

Only applicable if we **do not** compute your per diem. _____

Percentage of Domestic vs. Int'l trips _____

Computers, Equipment, Software _____

(for computer purchase give month bought for depreciation)

Flight gear, Luggage, Passport _____

Union or Professional dues _____

Trade Subscriptions/Magazines _____

Uniforms & Protective clothing _____

Uniform upkeep (cleaning & alterations) _____

Education to maintain skills _____

(aircraft rentals, classes, renewals, seminars, etc.)

Office supplies & Equipment _____

“Employee/Work Related Itemized Deductions (Continued)”

Internet Fees (Home and overnights/commute) _____

Cell phone, PDA (purchased/monthly fee) _____

Special tools (Jepp binders, headset, sunglasses, etc.) _____

Job searching costs (even if not hired) _____

Legal investment or accounting fees _____

Flight Physical exam (pilots only) _____

FFDO expenses (course, ammo, travel exp) _____

Tax prep fees 2010 (needed only if new client) _____

Other expenses: Items like ID replacements, wings, watch, alarm clock, travel hair dryer, bid service, answering machine, calling cards, flashlight, batteries, keys, pens, training out of base expenses, etc., etc.

