

1040Works Conversions 2009



Welcome to 1040Works

Thank you for choosing 1040Works Professional Tax Software. We are excited to have you on our team and look forward to building a lasting relationship together.

As you make the transition to 1040Works, we want to ensure that everything runs as smoothly as possible. The first step of this transition will be converting your clients from CrossLink to 1040Works. This document contains step-by-step instructions on converting your clients. Please read through it carefully.

We have also included a section noting the specific fields for each form that is converted to each 1040Works system. The form information is lengthy and is intended for reference purposes only. You needn't read it in its entirety. Information is documented for system 1040.

If you require assistance during the conversion process, please don't hesitate to contact our support team at 1-800-843-1139. Again, welcome! We look forward to working with you.

Sincerely,

1040Works Professional Tax Software

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Disclaimer Statement

The goals of the 1040Works data conversion are as follows:

1. To convert the CrossLink data to the 1040Works format you will need to run Update Clients which transfers your 2009 1040Works data to 2009 1040Works.
2. To update the 2009 CrossLink data to 2009 1040Works format that will allow you to generate 1040Works Tax Organizers.

The data conversion is NOT intended to do the following:

1. It is NOT intended to convert all of your data.
2. It is NOT intended to allow you to generate a complete and accurate 2009 1040Works tax return.

NOTE: Do not process/prepare 2009 tax returns using only the converted information, as tax calculations may not be accurate. Some manual data entry may be required.

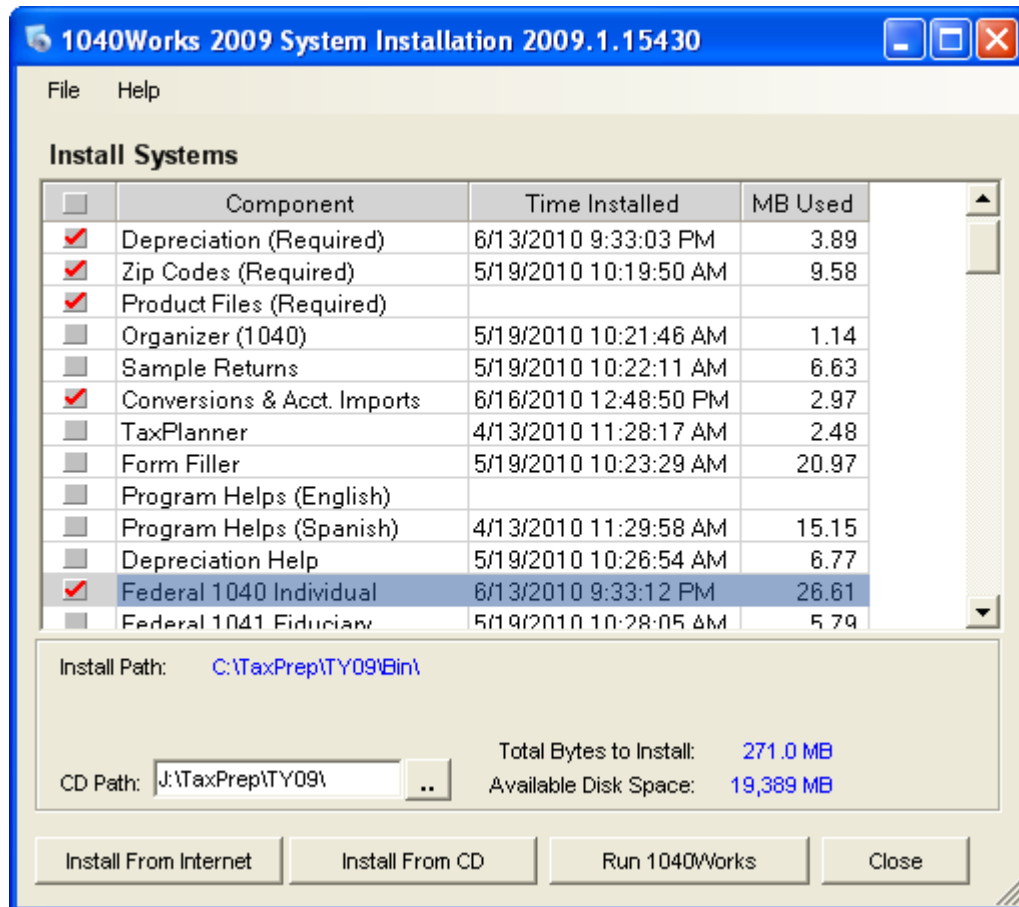
Individual Conversions

Note: 1040Works only converts information necessary to prepare a Proforma and Taxpayer Organizer.

- ✍ Preparer Information will not convert.
- ✍ State information will not convert.
- ✍ Items selected for deletion for next year may not be taken into account. You may have to manually remove some items after updating to 1040Works 2009.
- ✍ Detail statements – All amounts and descriptions may not convert.
- ✍ Non-calculated forms will not convert.
- ✍ 1040Works 2009 Taxpayer Organizer – Will be available June 2009.

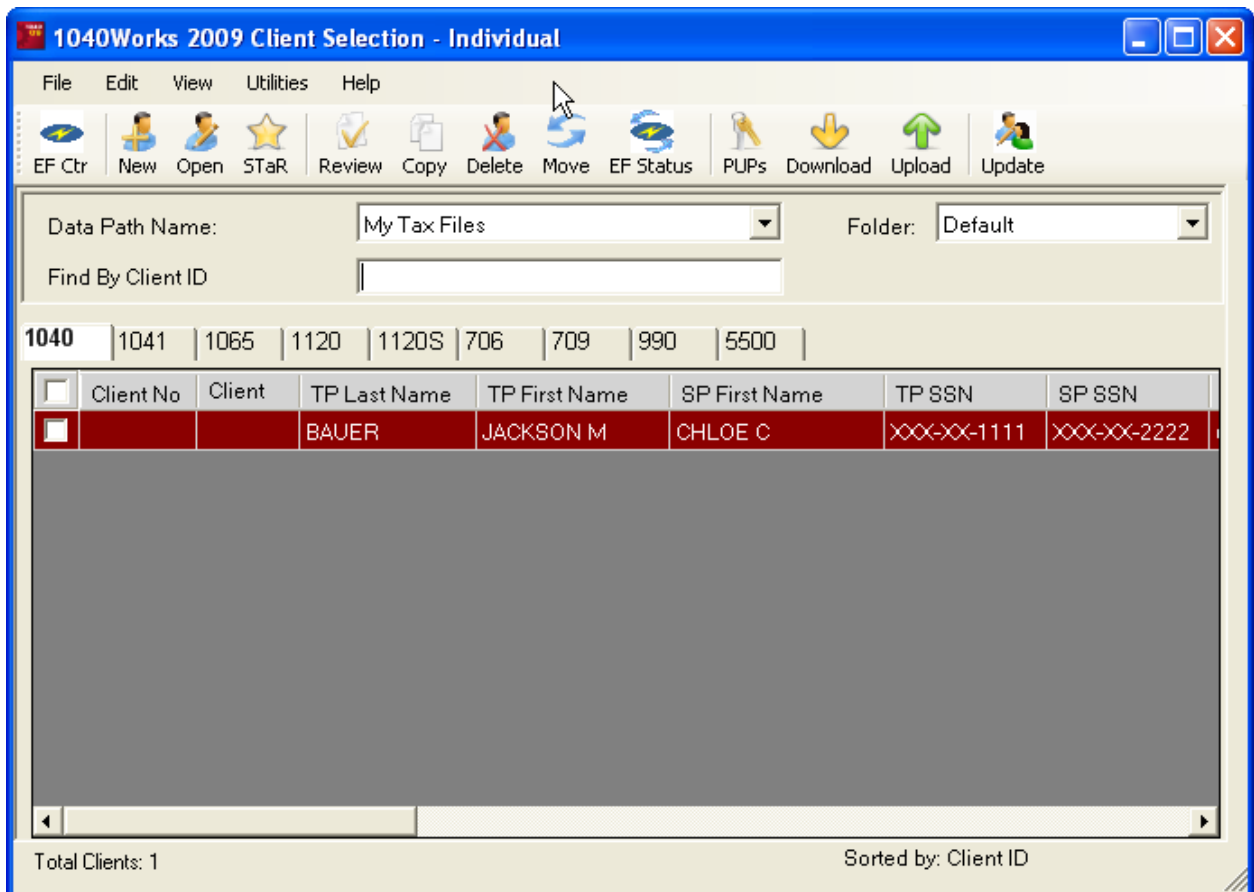
Conversion Process

1. As a precaution, backup your client data in your 2009 software package.
2. Install the 1040Works 2009 Demo (follow the installation instructions provided with the demo).
 - a. If you do not have a copy of the demo call our Sales Team at (800) 706.8261.
3. After installation is complete, open the 1040Works 2009 Demo by clicking the *1040Works* icon located on your desktop.
4. If the Client Selection screen appears, click *Close*.
5. On the menu bar click *Installations* and then *Upgrade Systems*.



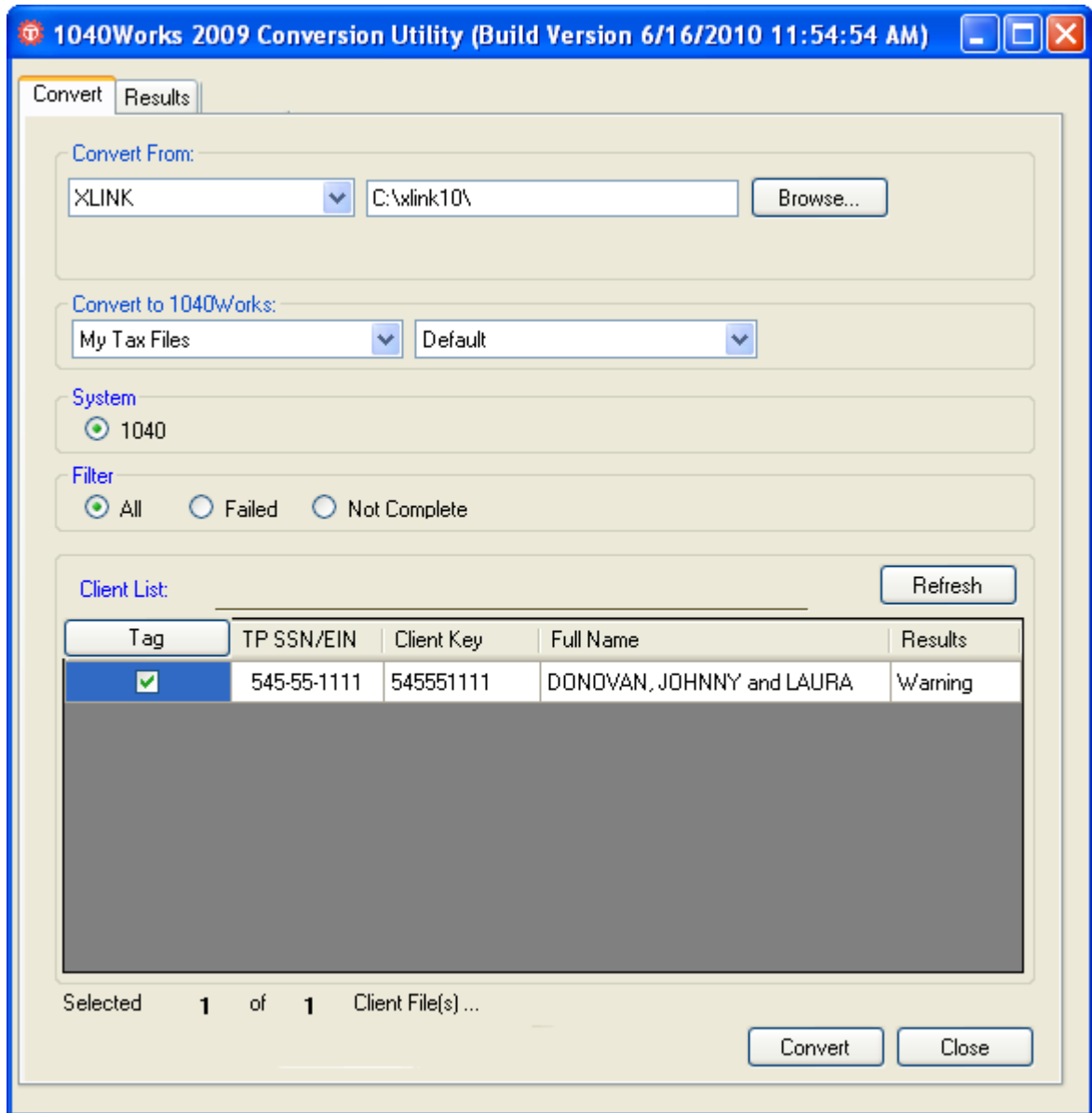
6. Tag the following items using your mouse. Do this by clicking on the gray box to the left of the item: System Operations.
 - a. System Operations
 - b. Federal 1040 Individual
 - c. Federal Universal (Shared Forms) (is automatically tagged)

7. Click *Upgrade From Internet* (Upgrades may take up to 1 hour).
8. Once upgrade is complete, click *Close*.
9. Files that were upgraded will automatically decompress.
10. 1040Works 2009 will automatically open.
11. If the Client Selection screen appears, close it by clicking X in the upper right corner.



12. Click *File* tab and click *Convert Clients*.
13. 1040Works will automatically close.
14. The 1040Works 2009 Conversion Utility will open.
15. Verify CrossLink Data Path:
C:\xlink09Eval
Note: *Vendor Data Path will change with system*
16. Select the 1040Works Data Path (default is MY TAX FILES).
17. Select the 1040Works Folder (default is DEFAULT).

18. Tag clients you want to convert. To Tag all clients click Tag.
19. Click Convert



20. Once the conversion is complete, the status of each client will be displayed in the Status column.
21. To view a conversion report. Click *Results* tab.
22. When finished click *Close*.
23. 1040Works 2009 will automatically open.
24. If the Client Selection window does not open automatically click *Clients* button located on the button bar.

25. Carefully review your converted data files to be sure your converted data is accurate. To open the return double click on the desired client file; or, highlight the desired client and click *Open*. If you have items that did not convert, manually enter them in the 1040Works program.
26. If you have any questions or suggestions concerning the conversion process please contact us at support@1040Works.com or call (800) 843-1139.
27. Occasionally we will upgrade items in the conversion program. We will post upgrade changes on the web. You may reconvert clients affected by these changes.

CAUTION: *Entries made in 1040Works to previously converted clients will be lost.*

CrossLink® to 1040Works® 2009

Individual (1040) Conversion Items

The **bold titles** are the titles that correspond with the Forms Pane of the 1040Works tax program. The **underlined and bold** titles are the subtitles within each input screen.

GI – General Info - Advanced

General Information

Taxpayer First Name and Initial
Taxpayer Last Name
Taxpayer Title
Taxpayer SSN
Taxpayer Occupation
Taxpayer Birthdate
Taxpayer Blind
Taxpayer Permanent Disabled
Taxpayer Death Date
Taxpayer Phone: Home
Taxpayer Phone: Work
Taxpayer Phone: Cell
Taxpayer Pres Elect Campaign
Spouse First Name and Initial
Spouse Last Name
Spouse Title
Spouse SSN
Spouse Occupation
Spouse Birthdate
Spouse Blind
Spouse Permanent Disabled
Spouse Date of Death
Spouse Phone: Home
Spouse Phone: Work
Spouse Phone: Cell
Spouse Pres Elect Campaign

Address
Apartment Number
Zip, City, State
Taxpayer E-mail Address
Spouse E-mail Address

Filing Status

Single

Taxpayer Can Be Claimed on Someone
Else's Return

Joint

Check if Spouse Is Claimed On Someone
Else's Return

Married Filing Separately

Didn't Live With Spouse All Year

Head of Household

Qualifying Widow(er)

Direct Deposit and Electronic Funds Withdrawal

Financial Institution Name
Routing Number
Depositor Account Number
Account Type
Foreign Bank

Preparer Third Party Designee

Address, County and School

In Care Of

DI – Dependents

Dependent Information

First Name
Last Name
Birthdate
Social Security Number

Relationship
Months Lived at Home
Disabled
Student

1 – 1040 Pg1

Form 1040 – U.S Individual Inc Tax Return Pg 1

Income

Household Emp Inc Not Reported on W-2

Prisoner Earned Income

Taxable Grad Scholarship Amount
 Taxable Interest
 Ordinary Dividends
 Qualified Dividends
 Taxable Refunds, Credits or Offsets
 Alimony Received – Taxpayer
 Alimony Received – Spouse
 IRA Distribution
 IRA Distribution – Tax Amount
 Pensions/Annuities
 Pensions/Annuities – Tax Amount
 Unemployment Compensation – Taxpayer
 Unemployment Compensation – Spouse
 Unemployment Compensation – Repaid
 Unemployment Comp for 2009

Educator Expenses – Taxpayer/Spouse (Total to TP)
 Self-Employed SEP, SIMPLE and Qualified Plans – Taxpayer / Spouse (Total to TP)
 SE Health Insurance Deduction – Taxpayer / Spouse (Total to TP)
 Penalty on Early Withdrawal of Savings
 Alimony Paid:
 Recipients Name
 SSN
 T/S
 Amount
 Student Loan Interest Deduction – Taxpayer / Spouse (Total to TP)
 Tuition and Fees Deduction

Adjustments

2 – 1040 Pg2

Form 1040 – U.S. Individual Inc Tax Return, Pg2

Tax Computation

Force Standard Deduction
 Additional Tax from Education Credits
 Alternative Minimum Tax

Household Employment Tax
 Recapture Tax for Low-income Housing Credit
 Recapture Tax for Qualified Electric Vehicle Cr
 Recapture Tax for Indian Employment Credit
 Other Taxes

Credits

Foreign Tax Credit
 Child and Dependent Care Expenses
 Education Credits
 Retirement Savings Contributions Credit

Refund

Amount of Refund to Apply to 2010
 Preparer Is Third Party Designee
 Third Party Name
 Third Party Phone Number
 Third Party Personal ID Number

Other Taxes

Self-employment Tax
 Additional Tax on IRAs

W2 – Wage W2

Form W-2 – Wages and Tax information

Ownership Code (T,S)
 Employee SSN (if different)
 Employee Name (if different)
 Employee Address (if different)
 Employee City, State, ZIP (if different)
 Employer's ID Number
 Employer's Name
 Employer's Address
 Employer's ZIP, City, State
 Control Number
 Wages, Tips, Other Compensation
 Federal Income Tax Withheld
 Social Security Wages
 Social Security Tax Withheld
 Medicare Wages and Tips

Medicare Tax Withheld
 Social Security Tips
 Allocated Tips
 Advanced EIC Payment
 Dependent Care Benefits
 Nonqualified Plans
 Box 12a
 Box 12b
 Box 12c
 Box 12d
 Retirement Plan
 Third-Party Sick Pay
 Other Description
 Other Amount
 Non-standard Indicator

Corrected Form W-2
State Name
State ID Number
State Wages

State Tax Withheld
Local Wages
Local Tax
Locality Name

W2G – Gambling W2

W-2G – Certain Gambling Winnings

Ownership Code (T,S)
Winner's Name (if different)
Winner's Street Address (if different)
Winner's City, State, Zip (if different)
Payer's Federal ID Number
Payer's Name
Payer's Address
Payer's Zip, City, State
Gross Winnings
Federal Income Tax Withheld
Date Won
Transaction

Race
Winnings from Identical Wagers
Cashier
Window
First ID Number
Second ID Number
Payer's State ID Number
Locality Name
State Tax Withheld
Non-Standard Indicator
Corrected Form W-2G

1099G – Govt Payments

Form 1099-G – Government Payments

Ownership Code (T,S)
Recipient's Name (if different)
Recipient's Street Address (if different)
Recipient's City, State, ZIP (if different)
Federal ID Number
Payer's Name
Payer's Address
Payer's ZIP, City, State
Unemployment Compensation

State/Local Income Tax Refunds, etc
Box 2 Amount is for Tax Year
Federal Income Tax Withheld
ATAA Payments
Taxable Grants
1st State Tax Withheld
1st State
1st Payer State No
1st Payer State Income

1099M – Misc Income

Form 1099-Misc – Miscellaneous Income

Ownership Code (T,S)
Recipient's Name (if different)
Recipient's Street Address (if different)
Recipient's ZIP (if different) – C/S/Z
Federal ID Number
Payer's Name
Payer's Address
Payer's ZIP, City, State
Rent
Royalties
Other Income

Federal Income Tax Withheld
Fishing Boat Proceeds
Medical and Health Care Payments
Nonemployee Compensation
Substitute Payments in Lieu of Dividends
Crop Insurance Proceeds
State
State Tax Withheld
Payer State Number
State Income

1099R – Pensions

1099R – Distributions from Pensions, Etc

Ownership Code (T,S)
Payee's Name (if different)

Payee's Street Address (if different)
Payee's ZIP, City, State (if different)

Federal ID Number
 Payer's Name
 Payer's Address
 Payer's ZIP, City, State
 Account Number
 Gross Distribution
 Taxable Amount
 Taxable Amount Not Determined
 Total Distribution
 Capital Gains Included in Line 2a
 Federal Income Tax Withheld
 Employee Contributions
 Net Unrealized Appreciation
 Distribution Code
 IRA/ SEP/ SIMPLE
 Other
 Percent

Percent Total Distribution
 Total Employee Contribution
 Nonstandard Indicator
 1st and 2nd State
 1st and 2nd State Tax Withheld
 1st and 2nd State Payer State Number
 1st and 2nd State Distribution
 1st and 2nd State Local Tax Withheld
 1st and 2nd State Locality Name
 1st and 2nd State Local Distribution

Taxable Pension Calculation Using the Simplified Method

Cost in Plan at Starting Date
 Amount recd Tax Free After 1986
 Number of Months Payments Made This Year

RET – Ret Contrib

Retirement Contributions

Traditional IRA

TP – IRA Contribution
 SP – IRA Contribution

TP – Amount Actually Contributed 2009
 SP – Amount Actually Contributed for 2009

Roth IRA

SSA – Soc Sec Ben

Social Security and Tier 1 Railroad Benefits

Taxpayer – Total Social Security Benefits
 Taxpayer – Total Tier 1 Railroad Benefits
 Taxpayer – Federal Income Tax Withheld

Spouse – Total Social Security Benefits
 Spouse – Total Tier 1 Railroad Benefits
 Spouse – Federal Income Tax Withheld

A – Schedule A

Schedule A – Itemized Deductions

Medial Miles
 Other Medical Expenses
 State and Local Income Taxes
 General Sales Taxes
 Real Estate Taxes
 Personal Property Taxes
 Other Taxes
 Home Mortgage Interest Reported on 1098
 Mortgage Interest Not Reported on 1098
 Points Not Reported on 1098
 Qualified Mortgage Insurance Premiums

Investment Interest
 Contributions by Cash or Check
 Total Charitable Mileage at .14
 Contributions Other Than Cash or Check
 Union and Professional Dues
 Other Un-reimbursed Expenses
 Tax Return Preparation Fees
 Safe Deposit Box
 Other Limited Expenses
 Gambling Losses
 Other Miscellaneous Deductions

B – Schedule B

Schedule B – Interest and Ordinary Dividends

Part I – Interest Income

Interest Income Description
T,S,J
Interest Income (Not US Govt)
Early Withdrawal
US Govt Savings Bonds
Tax-exempt (Muni Bonds)
Issuing State
Specified Priv Act Bond
Federal Withholding
Investment Expense
Foreign Tax Paid
Foreign Country

Seller-Financed Mortgages

Name
Address
SSN
T,S,J
Amount

Part II – Ordinary Dividends

Dividend Income Description
T,S,J
Total Ordinary Dividends
Qualified Dividends
Post 8-7-86 Private Activ
Total Capital Gains
(28%) Collectibles
Unrecap Sec 1250
Nondividend Distributions
Cash Liquidating
Non-Cash Liquidating
Investment Expense
Foreign Tax Paid
Foreign Country
Federal Withholding
Federal EIN
Carry to State

C – Schedule C

Schedule C – Profit or Loss from Business

Business Owner (T/S/J)
Suppress Schedule SE
Principal Business Including Product
Principal Business Code
Business Name
Employer Identification Number
Street address (if different)
City, State, ZIP (if different)
Accounting Method –
(Cash, Accrual, Other, Specify)
Materially Participate' in Business this Year
First Schedule C Filed for this Business

Office Expense
Pension / Profit Sharing
Rent or Lease:
 Vehicles, Machinery, Equip
 Other Business Property
Repairs / Maintenance
Supplies
Taxes and Licenses
Travel
Meals and Entertainment (100% Deductible)
Utilities
Wages

Part I – Income

Gross Receipts or Sales
Statutory Employee
Returns and Allowances
Cost of Goods Sold
Other Income

Part II – Expenses

Advertising
Car / Truck Expense
Commissions
Contract Labor
Depletion
Depreciation
Employee Benefit Program
Insurance
 Mortgage
 Other
Legal / Professional Services

Part III – Cost of Goods Sold

Methods Used to Value Closing Inventory:
 Default = Cost
 Lower of Cost or Market
 Other, Specify)
Was There Change in Determining Quantities
Beginning Inventory
Purchases
Cost of Labor (Not Paid to Self)
Materials and Supplies
Other Costs
Inventory at End of Year

Part IV – Information on Your Vehicle

Date Vehicle Was Placed in Service
Total Number of Miles Vehicle Was Used For:
 Business
 Commuting
 Other

Available for Use during Off-Hours?
Another Vehicle Available for Personal Use?
Have Evidence to Support Deduction?
If Yes, Is the Evidence written?

Part V – Other Expenses

Other Expenses

D – Schedule D

Schedule D – Capital Gains and Losses

Short-Term & Long-Term Cap Gains and Losses

1099 Transactions Prop Desc
T,S,J
Acquired Date
Sold Date

Term
Sales Price
Cost or Basis

E – Schedule E Pg 1

Schedule E, Pg 1 - Rental Real Estate / Royalties

Property Kind
Location
Entity Ownership (T,S,J)
Real Estate Professional
Exempt from Limitation (Final Disposition)
Rents Received
Royalties Received
Advertising
Other Travel Expense
Cleaning and Maintenance
Commissions

Insurance
Legal and Other Professional Fees
Management Fees
Mortgage Interest Paid to Banks Etc
Other Interest
Repairs
Supplies
Taxes
Utilities
Other
Depreciation Exp – Form 4562

ES – Estimates

1040 Estimated Tax

2009 Estimated Tax Payments

Prior Year Overpayment Applied
1st Quarter Payment Date
1st Quarter Payment Amount
2nd Quarter Payment Date
2nd Quarter Payment Amount
3rd Quarter Payment Date

3rd Quarter Payment Amount
4th Quarter Payment Date
4th Quarter Payment Amount
Extra Payment
Amount Paid with 2009 Extension

F – Schedule F

Schedule F – Farm Income and Expense

Spouse's Schedule F
Agricultural Activity Code
Principal Product
Employer ID Number
Taxpayer Materially Participates

Total Cooperative Distributions Amount
Taxable Amount
Agricultural Program Payments
Taxable Amount
Commodity Credit Corporation (CCC) Loans:
CCC Loans Reported Under Election
CCC Loans Forfeited
Taxable Amount
Crop Insurance Proceeds and Payments:
Amount Received in 2009
Taxable Amount

Part I – Farm Income – Cash Method

Sale – Livestock and Other Items Bought for
Resale
Cost – Livestock, Otr Items Reported on Ln 1
Sale of Livestock and Other Products Raised

Elect to Defer to 2010
Amount deferred from 2008
Custom Hire (Machine Work) Income
Other Income

Seeds and Plants
Storage / Warehousing
Supplies Purchased
Taxes
Utilities
Vet, Breeding, Medicine
Other Expenses

**Part II – Farm Expense – Cash Method and
Accrual Method**

Car / Truck Expenses
Chemicals
Conservation Expense
Custom Hire
Depreciation
Employee Benefit Programs
Feed Purchased
Fertilizers and Lime
Freight and Trucking
Gasoline Fuel and Oil
Insurance (Not Health)
Interest:
 Mortgage Pd to Banks, Etc
 Other
Labor Hired Less Emp Credits
Pension and Profit Share
Rent or Lease:
 Machinery and Equipment
 Other (Land, Animals)
Repairs and Maintenance

Part III – Farm Income – Accrual Method

Unit – Livestock or Farm Price Method Used
Sale of Livestock, Produce, Grains, Etc
Total Coop Distributions (1099-PATR)
Taxable Amount
Agricultural Program Payments
Taxable Amount
Commodity Credit Corporation (CCC) Loans:
 CCC Loans Reported Under Election
 CCC Loans Forfeited
 Taxable Amount
Crop Insurance Proceeds
Custom Hire (Machine Work) Income
Other Income Including Federal and State
 Fuel Tax Credit
Inventory – Livestock, etc at Beginning of
 Year
Cost of Livestock, Produce, etc During Year
Inventory of Livestock, etc at End of Year

PTK1 – PT K1 Recd

Partnership Schedule K-1 Received

Entity Ownership (T,S,J)
Partnership Identification Number
Partnership Name
Partnership Street Address
Partnership ZIP Code (C,S,Z)
Publicly Traded Partnership
Materially Participated in Trade or Business
Active Rental Real Estate
Foreign Partnership
Final Disposition
Some Not At Risk

Net Long-term Capital Gain (Loss)
Collectibles (28% Rate) Gain (Loss)
Unrecaptured Section 1250 Gain
Net Section 1231 Gain (Loss): From Other
 Rental Activities
Other Income or (Loss)

Section 179 Expense

Section 179 Expense Deduction

Other Deductions

Self-Employment Earnings

Net Earnings from SE – Nonfarm
Net Earnings from SE - Farm

Credit and Credit Recapture

Alternative Min Tax (AMT) Items

**Tax-Exempt Income and Nondeductible
Expenses**

Other Information

Income or Loss

Ordinary Business Income or (Loss)
Net Rental Real Estate Income or (Loss)
Other Net Rental Income or (Loss)
Guaranteed Payments to Partner
Interest Income
Ordinary Dividends
Qualified Dividends
Royalty Income
Net Short-term Capital Gain (Loss)

CSK1 – CS K1 Recd

S Corporation Schedule K-1 Received

Entity Ownership (T,S,J)
S Corp Identification Number
S Corp Name
S Corp Street Address
S Corp ZIP Code (C,S,Z)
Materially Participated in Trade or Business
Active Rental Real Estate
Some Is Not At Risk

Income or Loss

Ordinary Business Income or (Loss)
Net Rental Real Estate Income or (Loss)
Other Net Rental Income or (Loss)
Interest Income
Ordinary Dividends
Qualified Dividends
Royalties

FDK1 – FD K1 Recd

Fiduciary Schedule K-1 Received

Beneficiary Ownership Code
Estates or Trusts Identification Number
Fiduciary Name
Materially Participated in Trade or Business
Active Rental Real Estate
Foreign Entity
Final Disposition

Income or Loss

Interest Income
Ordinary Dividends
Qualified Dividends
Net Short-term Capital Gain (Loss)
Net Long-term Capital Gain (Loss)

SE – Schedule SE

Social Security Self-Employment Tax

Section A – Short Schedule SE

Taxpayer –
Conservation Reserve Program Payments
Spouse –
Conservation Reserve Program Payments

Section B – Long Schedule SE

Taxpayer –
Filed Form 4361
Exempt Notary Amount

Net Short-term Capital Gain (Loss)
Net Long-term Capital Gain (Loss)
Collectibles (28% Rate) Gain or (Loss)
Net Section 1231 Gain (Loss): From Other
Rental Activities
Other Income or (Loss)

Section 179 Expense

Section 179 Expense Deduction

Other Deductions

Credit and Credit Recapture

Alternative Minimum Tax (AMT) Items

Items Affecting Shareholder Basis

Other Information

(28% Rate) Gain (Loss)
Unrecaptured Section 1250 Gain
Other Portfolio Income
Ordinary Business Income
Net Rental Real Estate Income
Other Rental Income
Directly Apportioned Deductions
Estate Tax Deduction
Final Year Deductions
Alternative Minimum Tax Items
Credits and Credit Recapture
Other Information

Chapter 11 Bankruptcy Income
Church Employee Income from W2
Spouse –
Filed Form 4361
Exempt Notary Amount
Chapter 11 Bankruptcy Income
Church Employee Income from W2

1116 – Form 1116

Form 1116 – Foreign Tax Credit

Type of Income

Resident of (Name of Country)

Part I – Taxable Income from Foreign Sources

Name of Foreign Country or US Possession
Income Is from a (RIC)
Gross income from sources within country
Expenses Definitely Related to Ln 1a Income
Itemized or Standard Deduction
Other Deductions
Gross Foreign Source Income
Gross Income from All Sources
Home Mortgage Interest
Other Interest Expense
Losses from Foreign Sources

Rents and Royalties
Interest
Other Foreign Taxes Paid

Foreign Taxes Paid in U.S. Dollars

Dividends
Rents and Royalties
Interest
Other Foreign Taxes Paid

Part II – Foreign Taxes Paid or Accrued

Credit is Claimed for Taxes Accrued
Date Paid or Accrued

Taxes Withheld at Source On:

Dividends

Part III – Figuring the Credit

Carryback or Carryover
Reduction in Foreign Taxes
Adjustments to Taxable Income Outside US

Part IV – Summary of Credits

Reduction of Credit

2106 – Form 2106

2106 / 2106 EZ – Employee Business Expense

Part I – Employee Business Expense

Occupation
Business Expense Owner
Two-Letter State Code

Step 1 - Expenses

Parking Fees, Tolls
Travel Expense Away From Home – Other
Business Expenses Not Included Above (Not
M/E)
Meals & Entertainment Expenses

**Step 2 - Reimbursements from Employer for
Expenses in Step 1**

Reimbursements Received from Emp Not
Reported on Box 1 of W-2:
Column A – Not Meals and Entertainment
Column B – Meals and Entertainment

**Step 3 - Figure Expenses to Deduct on
Schedule A**

Armed Forces Reservist
Qualified Performing Artist

2441 – Form 2441

2441 – Child Care Credit

**Part I – Persons or Organizations who Provided
the Care**

Part II – Vehicle Expenses

Date Placed in Service
Total Miles Driven
Business Miles
Avg Round Trip Commute
Commuting Miles Incl in Total
Gasoline
Rental or Lease
Inclusion Amt
Value of Emp Prov Vehicle
Cost or Other Basis
Depreciation Method
Limitation Amount
Vehicle Is Available for Personal, Off Duty
Use?
Is Another Vehicle Available for Personal
Use?
Evidence to Support Deduction
If Yes, Is the Evidence written?

Name
Street Address
City State and ZIP Code

SSN
EIN
Amount Paid

2555 – Form 2555

Form 2555 – Foreign Earned Income

Spouse's Form 2555
Foreign Address
Foreign City
Foreign State or Province
Foreign Postal Code
Foreign Country Code
Name of Employer
Employer Address – U S Address
Employer Address – ZIP, City, State
Employer Address – Foreign Address
Employer Address – City
Employer Address – State or Province
Employer Address – Postal Code
Employer Address – Country
Employer Is:
A Foreign Entity
A U S Company
Self
A Foreign Affiliate of U S Company
Other
Other – Specify
Last Year (After 1981) Form 2555 Was Filed
Citizen of Which Country
Maintained Separate Home for Family Because
of Adverse Living Conditions – City and
Country
Number of Days Home Was Maintained
Tax Home Located During the Year
Date Home Was Established

Part II – Taxpayers Qualifying Under Bona Fide Residence Test

Date Bona Fide Residence Began
Date Bona Fide Residence Ended
Kind of Living Quarters
If A Family Member Lived Abroad, List Family
Relationship
For What Period
Statement Submitted to Foreign Country That
Taxpayer Is Not a Resident of That Country
Taxpayer Required to Pay Income Tax to
Foreign Country
If Present in U S or Its Possessions on Business
during Tax Year:
Date Entered US
Date Left US
Days in US
Income Earned
List Any Contractual Terms

Type of Visa
Did Visa Limit Stay In Foreign Country
Address of US Home Maintained While Living
Abroad
Was US Home Rented
Name of Occupants
Relationship

Part III – Taxpayers Physical Presence Test

Physical Presence Test – From
Physical Presence Test – Through
Principal Country of Employment
Information Concerning Travel Abroad:
Name of Country
Date Arrived
Date Left
Days in Country
Business Days in US
Income Earned

Part IV – All Taxpayers

Total Wages, Salaries, Bonuses, Commissions, Etc
Allowable Share of Income for Srvcs Performed –
In a Business
In a Partnership
Partnership Name, Address, Nature of Income
Noncash Income:
Home
Meals
Car
Other Properties or Facilities
List
Allowances / Reimbursements:
Cost of Living and Overseas Differential
Family
Education
Home Leave
Quarters
Any Other Purpose
Specify
Other Foreign Earned Income Amount
Specify
Total Excludable Meals and Lodging

Part VI – Claiming Housing Exclusion

Qualified Housing Expenses for Tax Year
Number of Days in Qualifying Period
Employer Provided Amounts

Part VII – Claiming Foreign Earned Income Exclusion

Number of Days in Qualifying Period

Part VIII – Claiming Housing Excl

Deductions Allowed That Are Allocable to
Excluded Income

46841 – Form 4684 Pg1

**Form 4684 – Casualties and Thefts of Personal
Use, Page 1**

Description / Location
Cost or Basis
Insurance or Other Reimbursement

Part IX – Claiming Housing Deduction

Housing Deduction Carryover from 2008

Fair Market Value Before
Fair Market Value After

46842 – Form 4684 Pg2

**Form 4684 – Casualties and Thefts of Business,
Use Page 2**

Description / Location
Cost or Basis
Insurance or Other Reimbursement

Fair Market Value Before
Fair Market Value After

47971 – Form 4797 Pg1

Form 4797 – Sales of Business Property, Page 1

Description of Property
Date Acquired
Date Sold

Gross Sales Price
Depreciation Allowed
Cost of Other Basis

4835 – Form 4835

Form 4835 – Farm Rental Income

Two-Letter State Code
Employer ID Number
Taxpayer Actively Participates

Conservation Expense
Custom Hire
Depreciation
Employee Benefit Programs
Feed

Part I – Gross Farm Rental Income

Income from Livestock, Produce
Total Cooperative Distributions Amount
Taxable Amount
Agricultural Program Payments
Taxable Amount
Commodity Credit Corporation Loans
CCC Loans Reported Under Election
CCC Loans Forfeited
Taxable Amount
Elect to Defer to 2010
Amount deferred from 2008
Custom Hire (Machine Work) Income
Other Income

Fertilizers and Lime
Freight and Trucking
Gasoline Fuel and Oil
Insurance (Not Health)
Interest:
 Mortgage Pd to Banks, Etc
 Other
Labor Hired Less Emp Credits
Pension and Profit Share
Rent or Lease:
 Machinery and Equipment
 Other (Land, Animals)
Repairs and Maintenance
Seeds and Plants
Storage / Warehousing
Supplies Purchased
Taxes
Utilities

**Part II – Farm Expense – Cash Method and
Accrual Method**

Car / Truck Expenses
Chemicals

Vet, Breeding, Medicine

Other Expenses

6252 – Form 6252

Form 6252 – Installment Sale Income

Description
Ownership (T,S,J)
Date Acquired
Date Sold
Property Was Sold After May 14, 1980
Property Sold Was a Marketable Security

Part I – Gross Profit and Contract Price

Selling Price
Mortgage Purchaser Assumes
Cost or Other Basis of Property Sold
Depreciation Allowed or Allowable
Commissions and Other Expenses
Income Recapture from Form 4797
If Main Home, Amount of Excluded Gain

Part II – Installment Sale Income

Federal Gross Profit Ratio
Payments Received Qualify for 28% Rate
Payments Received in Prior Years
Portion Taxable as Ordinary Income

6781 – Form 6781

Form 6781 – Gains and Losses from Sec 1256

Check Applicable Boxes
A - Mixed Straddle Election
B - Straddle-by-straddle Identification Election
C - Mixed Straddle Account Election
Explanation of Mixed Straddle Account Election
D - Net Section 1256 Contracts Loss Election

Part I - Section 1256 Contracts Marked to Market

Identification of Account
Form 1099-B Adjustments

8283 – Form 8283

Form 8283 – Noncash Charitable Contributions

Part 1 – Information on Donated Property

Name of Donee Organization
Street Address of Donee Organization
ZIP Code (C,S,Z)
Description of Donated Property
Date of Contribution
Date Acquired by Donor
How Acquired by Donor
Donor Cost or Basis
Fair Market Value
Qual Conserv / Reduced FMV

Part III – Related Party Installment Sale Income

Related Party Name
Social Security Number (Converts to Street Address)
Federal EIN (Converts to Street Address)
Street Address
ZIP Code – CSZ (Converts to Street Address)
Did Related Party Resell During Tax Year
Second Disp More Than 2 Years after the First Date of Disposition
First Disp Was Sale of Stock to Issuing Corp
Second Disposition Was Involuntary Conversion
Second Disposition Occurred After Death
Tax Avoidance Not Principal Purpose
Tax Avoidance: Explain
Selling Price of Property Sold by Related Party
Contract Price for Year of First Sale
Total Payments Received By End of 2009
Portion of Ln 35 Ordinary Income

Explanation of 1099-B Adjustments

Part II - Gains and Losses From Straddles and Part III – Unrecognized Gains

Description
Date Acquired
Date Sold
Gross Sales Price
Cost / Basis Plus Sales Exp
Unrecognized Gain

Method Used to Determine FMV

Part II – Partial Interests and Restricted Use Property

Enter Letter from Part I Which Identifies Property
Total Amount Claimed As Deduction for Property
Total Amount Claimed As Deduction for Any Prior Tax Years
Name

Street Address
ZIP Code
City
State
Location of Tangible Property

Name of Any Person Having Actual Possession
Is There a Restriction
Restriction EF Explanation
Did You Give to Anyone the Right to the Income
Give Rights EF Explanation

8379 – Form 8379

Form 8379 – Injured Spouse Claim

Two-letter State Code If Main Home was In a
Community Property State
Made and Reported Payments
Had Earned Income Credit
Claimed Earned Income Credit
Claimed Refundable Tax Credit
Injured Spouse Is:
Taxpayer
Spouse
Want Refund Issued in This Name Only
Address for Injured Spouse:
Street Address
ZIP Code
City

State

Part II – Items Allocated to Injured Spouse

Wages
Other Income Allocated to Injured Spouse
Adjustments to Income
Standard or Itemized Deductions
Number of Exemptions
Credits
Other Taxes
Federal Income Tax Withheld
Payments

8615 – Form 8615

Tax for Children Under Age 18 With Investment Income of More Than \$1,500

Parent's Name
Parent's Social Security Number
Parent's Filing Status Code
Portion of Child's Schedule A Deduction
Parent's Taxable Income
Total Net Investment Income
Parents Qualified Dividends
Amount from Parents' Schedule D
If Sch D Filed, Lesser of Sch D, ln 15 -16
Line 18 (28% Rate)
Line 19 (Unrecaptured Sec 1250)

Form 4952, Line 4e
Form 4952, Line 4g
Total of All Other Schedule(s) D
28% Rate Gain
Section 1250 Gain
Form 4952, Line 4e
Form 4952, Line 4g
Other Children's Qualified Dividends
Other Children's Total Net Capital Gain
Parents' Tax

8814 – Form 8814

Form 8814 – Parents Election to Report Childs Interest and Dividends

Child's First Name
Child's Last Name if Different (Will convert to
Child's First Name)
Child's Social Security Number
Child's Taxable Interest Income
Child's Taxable Interest Income from Nominee
Distributions
Child's Tax-Exempt Interest Income

Child's Ordinary Dividends (Including Alaska
Permanent Fund)
Child's Ordinary Dividends from Nominee
Distributions
Child's Qualified Dividends
Child's Capital Gains Distributions
Child's Capital Gain Distributions form Nominee
Distributions

8829 – Form 8829

Form 8829 – Business Use of Home

Part 1 – Part of Your Home Used for Business

Area Used Exclusively for Business
Total Area of Home
Total Hours Facility Used (Day Care)
Total Hours Available Day Care in 2009)

Part II – Allowable Deductions

Sch C/K-1 Only

Direct Expenses

Casualty Losses
Deductible Mortgage Interest
Real Estate Taxes
Excess Mortgage Interest
Insurance
Rent
Repairs and Maintenance
Utilities
Other Expenses

Indirect Expenses

Casualty Losses
Deductible Mortgage Interest
Real Estate Taxes
Excess Mortgage Interest
Insurance
Rent
Repairs and Maintenance
Utilities
Other Expenses
Carryover of Operating Expenses from
2008 Form 8829, Ln 42
Excess Casualty Losses
Carryover of Excess Casualty Losses and
Depreciation from 2008
Casualty Losses Included in Lns 14 and 32

Part III – Depreciation of Home

Smaller of Home's Adjusted Basis
Value of Land Included on Line 36
Depreciation Percentage
Depreciation Allowable

8839 – Form 8839

Form 8839 – Qualified Adoption Expenses

Qualified Adoption Expenses

Child's Name – First & Last
Year of Birth
Born Before 1991 and Disabled
Special Needs Child
Foreign Child
Social Security Number
Qualifying Expenses

2005 Credit Carryforward from 2008
2006 Credit Carryforward from 2008
2007 Credit Carryforward from 2008
2008 Credit Carryforward from 2008

Part III – Employer Provided Adoption Benefits

Prior Year Employer-provided Adoption
Benefits Received – 1st and 2nd Child
Total Employer-provided Adoption Benefits
Received in 2009– 1st and 2nd Child

Part II – Adoption Credit

Amount from Lines 3 and 6 of Last Form Filed
– 1st and 2nd Child
2004 Credit Carryforward from 2008

8853 – Form 8853

Form 8853 – Archer MSAs and Long-Term Care Insurance Contracts

Section A – Archer MSA

Part I – Archer MSA Contributions and Deductions

TP – Total Employer Contributions to Archer
TP – Archer MSA Contributions for 2009
TP – Compensation from Employer

TP – Distributions on Line 8a Rolled Over
TP – Unreimbursed Qualified Medical Expenses

Part II – Archer MSA Distributions

TP – Total Archer MSA Distributions
Received During 2009

Section B – Medicare Advantage Distributions

TP– Total Medicare Advantage Distributions
Received in 2009
TP – Total Unreimbursed Qualified Medical
Expenses

Section C – Long-Term Care (LTC) Insurance Contracts

More Than One Section C is Attached
Name of Insured – First Name
Name of Insured – Last Name
Social Security Number of Insured
In 2009 Did Anyone Other Than Taxpayer
Receive Payments?

Was Insured Terminally Ill?
Were Accelerated Death Benefits The Only
Payments Received This Year?
Gross LTC Payments Received
Part of Ln 17 from Qualified LTC Ins Contracts
Accelerated Death Benefits Received
Number of Days in the LTC Period
Costs Incurred for Qual LTC Services
Total Reimbursements Rcvd for Qual LTC Srvcs

DEPR – Depr Wksht

Depreciation Worksheet

Description
Type
Date Placed in Service
Form Description
Multiple Form Number
Cost
Current Sec 179
Prior Sec 179
Qualifies for Special Depr Allow
Land/Salvage Value
Fed – Salvage Value
Basis
Method
Period
Convention
Current Depreciation
Prior Depreciation
Override Depreciation
Business use Percent
Do You Have Evidence of Business Use
Claimed
Is Evidence Written?

Auto Expense Worksheet

Business Mileage
Commuting Mileage
Total Mileage

Vehicle – Questions

Was Vehicle Available for Personal Use?
Was Vehicle Used Primarily by a More
Than 5% Owner?
Is Another Vehicle Available for Personal
Use?

Disposition of Depreciated Property

Type of Disposition
Date Disposed
Gross Sales Price
Expense of Disposition
Carry to Form 4797 (Default = Part III, Sec
1245)

- ✍ We recommend you print a copy of the 1040Works Federal Depreciation Schedule and verify that the 1040Works current depreciation amounts match those calculated by your prior software. Due to the many ways depreciation can be calculated, there may be slight differences that could require manual overrides in the 1040Works Asset Manager.
- ✍ If you have overridden any depreciation calculations, review them for accuracy.
- ✍ If you used 200% declining balance on any farm asset, you will need to override the current depreciation.
- ✍ If you had selected to delete the asset next year, the asset will not convert.
- ✍ Any asset carrying to Sch A points will be depreciated over the life of the asset using the Straight Line Method A.

- ✎ Assets involved in a like-kind exchange may not convert properly, because of the difference in handling between the two systems. Review them carefully to make sure the correct information is entered into the 1040Works Asset Manager.
- ✎ Due to the limited amount of information being converted, if you have current year Section 179, the conversion may calculate a carryforward of these amounts. To remove the unused carryforward, open the 1040Works 2009 Asset Manager, click the 179 button, and remove any unnecessary information.