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2008 TAX ORGANIZER



TAX CREW CREW LOG

Claiming the Standard Meal Allowance for your layover cities is an easy way to save hundreds of dollars on your income tax return. Our Per Diem Report is all you need for 100% IRS approval of your meal expenses.



Visit Us Online for Valuable Financial Tools, Tax Tips and Our Exclusive Per Diem Calculator

Legally Save Hundreds of Dollars on Your Tax Return With Our Exclusive Per Diem Report

SAVE MONEY ON YOUR TAXES

We've added several useful new tools to our web site to help you with financial and tax planning and to bring you timely news and information. And our Per Diem Report is still the best in the industry - and costs less than any of our competitors'.

New Financial Calculators

Over 50 new interactive calculators to help you with important financial decisions including: Home Budget Analyzer, IRA funding, Credit Card roll-down, Rent vs. Buy Analyzer, Debt Consolidation, Tax Estimator, Retirement Planner, Auto Loan Analyzer and many more.

Monthly Newsletters

Between Congressional stimulus packages and efforts to revive an ailing economy, 2009 is sure to bring many changes in the area of income taxes.

Our monthly tax newsletter and periodic news updates will keep you up to date on important changes to tax laws that could affect you and will provide valuable tax planning information and strategies to implement before the end of the year. Log on to www.mytaxcrew.com to view the

newsletter, which will be posted on the 1st of every month, or sign up online to have the newsletter emailed to you.

Exclusive Per Diem Calculator

With 14,053 cities in our database and an optimizer to determine the calculation method that works best for your trips, our Per Diem Reports calculate the largest legal tax deduction the IRS allows for your layover meal expenses without keeping receipts.

Prepare your own report online, or have us prepare it for you. Either way, no one beats our price or our tax savings.

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Q. I live in Phoenix and fly out of New York. Can I deduct my commuting expenses?

A. The IRS does not allow a deduction for traveling between your tax home (primary work place) and family home (residence). However, you are able to deduct commuting expenses between home and a temporary work location (such as a mutual base trade, one way trip trade operating out of another base, special assignment or temporary satellite base).

Example 1. You are a truck driver and you and your family live in Tucson. You are employed by a trucking firm that has its terminal in Phoenix. At the end of your long runs, you return to your home terminal in Phoenix and spend one night there before returning home. You cannot deduct any expenses you have for meals and lodging in Phoenix or the cost of traveling from Phoenix to Tucson. This is because Phoenix is your tax home.

Example 2. Your family home is in Pittsburgh, where you work 12 weeks a year. The rest of the year you work for the same employer in Baltimore. In Baltimore, you eat in restaurants and sleep in a rooming house. Your salary is the same whether you are in Pittsburgh or Baltimore.

Because you spend most of your working time and earn most of your salary in Baltimore, that city is your tax home. You cannot deduct any expenses you have for meals and lodging there. However, when you return to work in Pittsburgh, you are away from your tax home even though you stay at your family home. You can deduct the cost of your round trip between Baltimore and Pittsburgh. You can also deduct your part of your family's living expenses for meals and lodging while you are living and working in Pittsburgh."

There are a few instances in which the IRS allows a deduction for commuting expenses:

Two places of work. If you work at two places in one day, whether or not for the same employer, you can deduct the cost of getting from one workplace to the other. However, if for some personal reason, you do not go directly from one location to the other, you cannot deduct more than the amount it would have cost you to go directly from the first location to the second. Transportation costs you have in going between home and a part-time job on a day off are not deductible.

Temporary Work Assignment. If you have a regular place of business and you commute to a temporary work location in the same trade or business, you can deduct the expenses of round-trip transportation between your home and the temporary location. Monthly base trades with another employee would qualify as a temporary assignment.

If your employment at a work location is realistically expected to last (and does in fact last) for 1 year or less, the employment usually is temporary. In addition, if the temporary work location is beyond the general area of your regular work place and you stay overnight, you are traveling away from home and may deduct travel expenses. For example, if you trade bases, or accept a temporary assignment in a city other than where you are based, you would be able to deduct travel expenses, including transportation, lodging, meals, etc. while you were on temporary assignment or flying out of the temporary base.

Top 2008 Tax Changes

In addition to providing authority to purchase and insure certain types of troubled assets in an attempt to restore U.S. credit markets, the \$700 billion Emergency Economic Stabilization Act of 2008 (H.R. 1424) also provides incentives for energy production and conservation and extends some expiring tax provisions.

FIRST TIME HOMEBUYER CREDIT

This is a new credit for taxpayers buying a first home to be used as a primary residence. To qualify for the \$7,500 credit, taxpayers must buy a home between April 8, 2008 and July 1, 2009. The credit acts as an interest free loan and must be repaid over a 15 year period. Single taxpayers with income below \$75,000 and joint filers earning under \$150,000 qualify for the credit.

RETIREMENT ACCOUNT CONTRIBUTIONS

Contribution limits to retirement accounts are unchanged from 2007 amounts, but income limits to qualify to make a contribution to Traditional and Roth IRAs rose in 2008. Income phase-out thresholds now start at \$159,000 for

those filing joint returns and \$101,000 who file as single or head of household. If you are covered by a retirement plan at work and are considering contributing to a Traditional IRA, the income phase-out limits start at \$85,000 for joint filers and at \$53,000 for taxpayers using the single or head of household filing status.

STANDARD MILEAGE RATES Business Mileage

For 2008, the standard mileage rate for the cost of operating your car for business use is 50.5 cents per mile.

Medical and Move Related Mileage

The standard mileage rate for the cost of operating your car for medical reasons or as part of a deductible move is 19 cents per mile.

Charitable Related Mileage

The standard mileage rate for charitable purposes (including trips to donation centers) remains at 14 cents per mile.

EARNED INCOME CREDIT INCREASE

The Earned income Tax Credit for low and middle income workers and working families with two or more

children increased to a maximum of \$4,824.00. The income limit also rose to a maximum of \$41,646, for joint filers, in order to qualify for the credit.

STANDARD DEDUCTION FOR PROPERTY TAXES

The 2008 1040 includes a line for the property tax write-off filers who don't itemize. The tax break is on top of the standard deduction and is capped at \$1,000 for joint filers and \$500 for single filers.

TWO YEAR EXTENSION FOR SOME DEDUCTIONS

Three deductions that were scheduled to expire at the end of 2007 were extended in Emergency Economic Stabilization Act of 2008. These are: the option to deduct local and state sales tax instead of local and state income taxes; the above-the-line tuition and fees deduction and the teacher expense deduction.



Tax Organizer

Thank you for choosing Tax Crew

This organizer takes account of the information needed to complete Form 1040, Schedules A (Itemized Deductions) & B (Interest/Dividend Income) and Form 2106 (Employee Business Expenses). For a comprehensive organizer that includes information for Rental Property, Self-Employed Income, Child and Dependent Care, etc., please download a copy at www.mytaxcrew.com or call us at 888.829.2739.

Please complete the sections of the organizer that apply to you. Please mail or fax the organizer and copies of applicable forms. We recommend you keep original copies in your possession. Please include the following forms:

Forms W-2

Copy of last year's tax return (new clients)

Monthly Crew Activity Statements

Forms 1099, 1099R, 1099-MISC, Forms 1098, 1098G

Schedules K-1

Any other information notices you have received

Referred by

Would you like to receive tax news by email?

Free Electronic Filing - check here to e-file your return

A. Personal Information

Name (as it appears on your Social Security Card)		Social Security Number	Occupation	Birth date	Pres election fund
Taxpayer					Yes No
Spouse					Yes No
Tax Address					
Mailing Address (if different)					
Telephone	Cell Phone	Email address		Best method/time to contact you.	
Direct Deposit	You will receive your refund up to 2 weeks faster by having the IRS deposit it directly into your account. For Direct deposit, please list:				(circle one)
	Routing Transit Number (9 digits)	Account Number		checking or savings	

Filing Status (circle one)

Single

Married Filing Jointly

Qualifying Widow(er)

Spouse's date of death

Married Filing Separately

Spouse name

Spouse Social Security number

Did you live with your spouse any time after June 30? Yes No

Head of Household - If you are the custodial parent, but someone else is claiming the exemption, complete this section. List other dependents in Section B.

Name

SSN

months living w/you

Relationship

Only complete if you did not receive your economic stimulus rebate in 2008: How much were you qualified to receive? \$ _____

Was part of your rebate kept for unpaid taxes due or other reasons? Yes No Please include IRS letter explaining your rebate amount.

B. Dependent Information

Name (as on Social Security card)	SSN	Birth Date	Relationship	Months at Home	Income	Code+

+Codes L=Dependent who lived with you; CN=Child who did not live with you due to divorce or separation (include copy of Form 8332 or divorce decree; Y=Child was a full time student for at least 5 months and age 19-24; O=Other dependent (other than child) who did not live with you.

Authority to discuss your return with the IRS

Tax preparers may discuss return preparation, refund and payment issues on your behalf. If you authorize Tax Crew to discuss these matters for you, please initial here

C. Questions for new clients

Please circle the Federal form you filed last year

1040

1040A

1040EZ

Amount of last year's Federal refund \$ _____ or additional tax paid with return \$ _____

Amount of last year's State refund \$ _____ or additional tax paid with return \$ _____

D. Miscellaneous Income

Unemployment compensation		Alimony received	
Social Security income		Other	

E. Adjustments to Income

Contributions to Traditional IRA made between last January and this April		If you previously filed Form 8606 (non-deductible IRA contributions) enter amount on Line 12 of last 8606 of filed	
Amount converted from Traditional to Roth IRA		Balance in traditional IRA on December 31	
Amount recharacterized from Roth to Traditional IRA		Early IRA distribution related to first home purchase	
Contribution to self-employed retirement plan		IRA distribution related to higher education expenses	
Alimony		Name and Social Security Number of recipient	

F. Interest Income (please enclose copies of interest statements)

Institution	Amount	Institution	Amount

G. Dividend Income (please enclose copies of dividend statements)

Institution	Box 1 Dividends	Box 2A Capital Gains	Box 2B 28%	Box 2C Qual. 5yr gain	Box 6A Foreign tax

H. Capital Gains and Losses (please enclose copies of 1099-B and include purchase dates and price)

Description	Date Acquired	Date Sold	Sales Price	Cost or Basis	Gain or (Loss)

I. Medical Expenses (excluding insurance reimbursements) (must be over 7.5 percent of income before they are deductible)

Prescriptions		Physician, Dentist, Chiropractor fees	
Contacts/Glasses		Lab/Hospital Fees	
Insurance Premiums - Do not include pretax		Counseling/Psychotherapy	
Medical Travel—Miles driven		Other transportation/lodging costs	

J. Tax and Interest Expenses

Additional taxes paid with last year's state return		Real Estate taxes on principal residence	
Auto License (portion based on value of the car)		Real Estate taxes paid on additional homes/land	
Other personal property taxes		Mortgage interest on principal residence	
Investment interest (e.g. margin interest)		2nd Mortgage/home equity loan	
Points paid on home purchase		Mortgage on 2nd or vacation home	
Points paid on refinance		Date of refinance	Life of Loan (in years)

K. Charitable Contributions (If non-cash contributions for the year are over \$500 please complete detail below)

Cash Donations:	Non-cash:	Parking, fees, tolls, etc:	Miles driven for charity:		
Complete following section if your non-cash contributions are over \$500 for the year (attach additional sheets as necessary)					
Name and address of Organization	Items donated	Date donated	Date acquired	Purchase price	Resale value

L. Miscellaneous Deductions

Tax preparation fees paid last year		Safe deposit box		IRA Custodial fees	
Tax mailing/FedEx fees		Investment publications		Other investment expense	
Investment counsel		Other expenses		Gambling losses (to extent of winnings)	

Per Diem Report - For an accurate calculation of your meal expenses please include your trip information as listed below. You may also complete the Per Diem Worksheet that follows or send us a copy of your logbook or other account of your flight information that includes: Travel Dates, Arrival and Departure times in Greenwich Mean Time and Layover city code.

AA	Copies of your HI-1s for each month.
CO	Monthly copies of your Pay Registers showing flight information.
DL	Flightline Expense Summary (Meal Expense Total page only). Or copies of your monthly Time Displays.
NW	Copies of your monthly Crew Activity Statements. Please complete information for missing months on the Per Diem Worksheet.
UA	Copy of your year-end Meal Expense Report.
Other airlines	Monthly reports of trips flown that your company provides you, logbook, or completed Per Diem Worksheet.

M. Employee Business Expenses

Please enter category totals in shaded areas that apply. Additional itemization is provided for your convenience. The IRS requires receipts for individual expenses over \$75.00. If the expense is under \$75.00, the IRS accepts a record in a logbook or journal that lists the expense, date, business purpose and cost. The total for a category (such as van driver tips, or cab fares) can total over \$75.00 for the year without keeping receipts, so long as each individual expense is less than \$75.00. The IRS requires receipts for all hotel expense deductions, regardless of amount.

Non-taxable per diem you received for the year	\$	Uniform Luggage	Voltage converter
		Flight Bag	Total work equipment, supplies
Transportation		Garment Bag	Business phone
Tips for van divers		Luggage Repair	Business related calls are those that include a substantial bona fide business discussion. Calls to Scheduling, code-a-phone and voice response are business calls. For cell phone usage, enter your monthly service charge for all months on reserve, and prorate business use of cell phone in months you hold a schedule.
Rental cars/taxi fares/parking		Luggage Tags	
Co-terminal transportation		Miscellaneous Luggage Items	
Cab/parking fares for short calls		Suitcase	
Transportation to training/meetings		Tote bag/Purse	Answering machine/service
Total Transportation expenses	\$	Wheels for luggage	Business related phone calls
Union and professional dues		Total luggage purchase/repair	Calling cards/Collect/Hotel phone calls
Union Initiation fees/Union dues		Bid Service, computer fees	Call waiting
Professional organizations		Bid service fees	Cell phone purchase
Total Union & professional dues	\$	CompuServe/ISP fees	Monthly prorated cell fees on a
Work related publications	\$	Trip trading service fees	Monthly cell fees on reserve
Uniform purchase, cleaning, repair		Total Bid service, computer fees	Pager purchase/usage fees
Belt		Work equipment, supplies	Second telephone line
Coat		Accessories used on layovers	Voicemail
Dress		Alarm clock	Total business phone
Dry cleaning		ATM/check cashing fees on layovers	Training/Education/Job Hunting
Epaulets		Batteries	Books
Jacket		Business cards	Course fees
Hair clips		Cockpit keys/corkscrew/flashlight	Dry cleaning/laundry in training
Hat		Cockpit supplies (maps etc)	Hotel
Laundry		Copying/fax/mailing costs	Maintaining/additional ratings
Maternity dress		Currency converter/exchange	Other job-hunting fees/expenses
Nametags/Wings		Earpiece (pilots)	Proficiency training/simulator time
Pants		FAA medical certificate	Resume printing/mailing
Scarf/ Tie		Galley supplies	Transportation/Parking
Serving garments		Hair dryer/ Curling iron/Clothes	Total job-hunting/Training
Shirt		ID replacement	\$
Shoes/ shoe shines		Loss of license insurance	Training dates
Support hose		Manuals /Organizer	City
Sweater		Passport/Visa fees and photos	Special/Temporary Assignment
Uniform alterations/repair		Portable security device/smoke	Commuting/Local transportation/Tips
Vest		Sunglasses (pilots only)	Dry cleaning/Laundry
Total uniform expense	\$	Upgrade training expenses	Housing/ Utilities/Phone
			Shipping/storage
			Total Temporary Assignment
			\$
			Dates
			City

N. State Tax Information (if you moved to a new state last year, please include date of move)

State	County	School District	Entered State	Left State

O. Property Tax Credit

CT Residents	District	List #	Date Pd	MI Residents - Taxable value from current year Property Tax Statement
Home				MN Residents - Include copy of Property Taxes Payable this year
Auto				VA Residents - Taxable value on last year's property tax statement
Auto				NJ Res Lot Block Qualifier

P. Renters Credit (if you paid rent at your tax address, you may qualify for a renter's credit in CA HI IN MI MN NJ WI)

Minnesota residents please include a copy of your Certificate of Rent Paid

Address rented			
Landlord's name/address			
Monthly rent	Your portion	Months rented	Is heat included in rent?
Landlord's Tax ID Number	NJ Residents: Please include roommates' names, SSNs and share of rent		

2008 Marginal Tax Rates



A common misconception with regard to income tax brackets is that once your income reaches a certain level, it is all taxed at the higher rate.

But federal income taxes are based on a marginal tax rate rather than an average tax rate. A marginal rate measures the tax assessed on the last dollar of income earned. In other words, even a taxpayer in the top bracket of 35% pays the lower rates on the first increments of income.

No matter how much income a single filer earned in 2008, the first \$8025.00 of taxable income (after adjustments, deductions and exemptions but before credits) is taxed at 10%. For taxpayers filing jointly, the first \$16,050.00 is taxed at 10%.

The 2008 tax brackets and marginal tax rates are listed in the table to the right.

Single taxpayers

If taxable income is	But not more than	Your tax is:
\$0	\$8,025	10% of the amount over \$0
\$8,026	\$32,550	\$802.50 plus 15% of the amount over \$8,025
\$32,551	\$78,850	\$4,481.25 plus 25% of the amount over \$32,550
\$78,851	\$164,550	\$16,056.25 plus 28% of the amount over \$78,850
\$164,551	\$357,700	\$40,052.25 plus 33% of the amount over \$164,550
\$357,701	No limit	\$103,791.75 plus 35% of the amount over \$357,700

Married filing jointly

If taxable income is	But not more than	Your tax is:
\$0	\$16,050	10% of the amount over \$0
\$16,051	\$65,100	\$1,605 plus 15% of the amount over \$16,050
\$65,101	\$131,450	\$8,962.50 plus 25% of the amount over \$65,100
\$131,451	\$200,300	\$25,550 plus 28% of the amount over \$131,450
\$200,301	\$357,700	\$44,828 plus 33% of the amount over \$200,300
\$357,701	No limit	\$96,770 plus 35% of the amount over \$357,700

Average Crew Expense Deductions

Clients often ask us about 'typical' amounts that are claimed for work related expenses. While the IRS does not allow a 'standard' deduction for employee expenses (other than the Standard Meal Allowance), the ranges in the table below reflect typical deductions for the categories listed. Not all taxpayers claim expenses in all categories. Be sure to keep adequate records to substantiate your expenses. IRS requires receipts for individual expenses over \$75.00. For individual expenses that are less than \$75.00, the IRS accepts a record in a logbook or journal that lists the expense, date, business purpose and cost. Receipts are required for hotel room costs, regardless of the amount.

Deduction	Amount	Deduction	Amount	Deduction	Amount
Accessories for layovers	\$240-480	Flashlight	\$5-28	Special Assignment	\$250-4550
Alarm Clock	8-55	Galley supplies	5-50	Sunglasses (pilots)	25-325
ATM fees on layovers	10-174	Hair dryer	12-35	Temp base trade	300-2505
Batteries	5-25	ID replacement	25-100	Telephone (2nd line)	40-240
Bid Service fees	130-485	Iron	12-35	Training costs	50-158
Cab/parking for short calls	180-1060	Internet Service Provider	120-488	Transportation on layovers	180-1110
Cell phone	120-720	Logbook	\$5-25	Trip trading service	95-1065
Cockpit keys	5-28	Luggage/flight bags	18-355	Uniform cleaning, repair	260-830
Cockpit supplies	25-200	Manuals	15-150	Uniform purchase	25-960
Currency converter	20-65	Name tags/Wings	5-55	Van driver tips	72-425
Currency exchange	125-480	Professional orgs	50-225	Voltage converter	28-55
Earpiece (pilots)	45-175	Shipping/mail costs	5-140	Work related education	50-510
FAA Medical certificate	60-320	Shoe shine/repair	72-195	Work related publications	20-155

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We've specialized in Per Diem Reports and Income tax preparation for flight crewmembers and airline employees for 20 years. We are the number one crew resource for Per Diem Reports and income tax preparation.

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