

Tax Crew 2010 Tax Organizer

Thank you for choosing Tax Crew to prepare your 2010 income taxes. Please complete the sections of the Organizer that apply to you and mail the organizer and copies of your applicable forms to the address below. Please send us originals of your W-2 and 1099 forms and copies of all other forms.

NEW FOR 2010 TAX YEAR: 1099 information (for interest, dividends, stock sales etc.) can now be sent to us electronically. If you have an account at select financial institutions, you no longer need to send us paper copies of your 1099s. Just log on at www.1099dropoff.com, beginning February 1, 2011 and follow the prompts to have your 1099s sent to us directly from the firm. The following companies are participating in the program: Bank of America, Charles Schwab, E*TRADE, Edward Jones, Fidelity, Morgan Stanley, Morgan Stanley Smith Barney, Scottrade, TD AMERITRADE, UBS, Wells Fargo Advisors and Wells Fargo (formerly Wachovia).

Per Diem Reports just got easier for (pre-merger Northwest) Delta pilots. Through an arrangement with Flightline, we are now able to access flight information electronically for crewmembers at the following airlines: Delta (all pilots and pre-merger Delta (Delta South) flight attendants), AirTran, Atlantic Southeast Airlines, Chautauqua Airlines, Compass Airlines, Freedom Airlines, Frontier Airlines, GoJet Airlines, JetBlue Airways, Mesa Air Group, Midwest Airlines, Republic Airlines, Shuttle America, Spirit Airlines, Trans States Airlines. If you work for one of these airlines, ordering your Flightline report through us in conjunction with tax preparation will save you 50% over ordering it directly from Flightline. Reports will be available beginning February 15, 2011 and may be pre-ordered. It's no longer necessary to send us monthly crew activity statements or trip rotations. All we need is your airline employee ID number. **(Note: pre-merger Northwest (Delta North) flight attendants: we'll still need your monthly crew activity statements – available in ATLAS under Hot Links > CMAS – Activity Statements - to calculate your per diem report).**

New Clients: Who referred you to Tax Crew?

Free Electronic Filing	The IRS requires us to keep a signed copy of Form 8879. Once we complete your return we'll provide you with the information for lines 1-5. Select a 5 digit PIN, sign the form and mail to us.	To e-file your return, initial here.
Authority to discuss your return with IRS	Tax preparers may discuss return preparation, refund and payment issues with the IRS on your behalf.	If you authorize Tax Crew to discuss these matters for you, please initial here:

A. Personal Information

	Name (as it appears on your Social Security Card)	Social Security	Occupation	Birth date	Pres election campaign fund
Taxpayer					Yes <input type="checkbox"/> No <input type="checkbox"/>
Spouse					Yes <input type="checkbox"/> No <input type="checkbox"/>
Tax Address – address in the state where you pay state income taxes.					
Mailing Address – where you want us to mail correspondence if different than above.					
Home phone	Cell phone	Fax	Best method/time to contact you		
Email address		Check here to receive tax news by email. <input type="checkbox"/>			
Direct Deposit	For direct deposit of your refund, please include a voided check or include bank information:				
Routing Transit Number		Full account number	Checking or savings (circle one)		
Filing Status					
<input type="checkbox"/> Single	<input type="checkbox"/> Married Filing Jointly	<input type="checkbox"/> Qualifying Widow(er)	Spouse's date of death		
<input type="checkbox"/> Married Filing Separately	Spouse name	Spouse Social Security number			
Did you live with your spouse any time after June 30?		Yes <input type="checkbox"/> No <input type="checkbox"/>			
<input type="checkbox"/> 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	No. mos living w/you		
	Relationship	Who is claiming this exemption			

Tax Crew

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Expert Per Diem Calculations and Tax Preparation at the World's Best Rates

B. Dependent Information						
Name (as on Social Security card)	SSN	Birth Date	Relationship	Mos at home in 2009	Income >\$3650?	Code+
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	

+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.

C. General Questions	
Do you have children under age 24 with investment income over \$1900 in 2009? If yes, please attach 1099s.	
Did you have any debts cancelled, forgiven or refinanced? If yes, include any 1099-Cs you received.	
Did you have any bank or financial accounts in foreign countries with a combined value over \$10,000?	

New Clients – please include a copy of your 2009 income tax return.

Please circle the Federal form you filed last year	1040 <input type="checkbox"/>	1040A <input type="checkbox"/>	1040EZ <input type="checkbox"/>
Amount of last year's Federal refund		Amount of last year's State refund	
Or additional Federal tax due		Or additional State tax due	

D. Miscellaneous Income			
Unemployment compensation		Alimony received	
Social Security income		Other	

E. Adjustments to Income							
2010 Traditional IRA Contributions		If you previously filed Form 8606 (non-deductible IRA contributions) enter amount on Line 12 of last 8606 of filed					
2010 Roth IRA Contributions		Contributions to Self Employed Retirement Plan made for 2010					
Would you like us to calculate your allowed contribution to	Traditional IRA	Yes	No	Roth IRA	Yes	No	Self-employed retirement plan
Alimony payments		Name and Social Security Number of recipient					

Retirement Plan Distributions, Rollovers, Recharacterizations				
401(k)/Traditional IRA	Distribution	Distribution	Distribution	Distribution
Name of payer				
Gross distribution				
Distribution date				
Basis in account (non-tax deductible contributions)				
Amount of prior distributions				
Reason for distribution (first home purchase, higher education costs, converted to Roth IRA, etc)				
Amount rolled over				
Name of receiving institution				
New account type (Roth, Traditional Ira)				
Roth IRA				
Name of payer				
Gross distribution				
Distribution date				
Reason for distribution				
Basis in account (your contributions)				
Amount of prior distributions				
Value of account on December 31, 2010				

F. Interest Income (please enclose copies of interest statements or log on at www.1099dropoff.com to transfer them electronically)			
Institution	Amount	Institution	Amount

G. Dividend Income (please enclose copies of dividend statements or log on at www.1099dropoff.com to transfer them electronically)

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

H. Child Care Credit

Provider's Name and Address	Tax ID or Social Security #	Care provided for:	Amount paid

I. Education Savings Accounts

For contributions made on or before 12/31	Student/Beneficiary	Amount
Coverdell Education Savings Plan		
Coverdell Education Savings Plan		
State College Savings 529 Plan	St. Plan:	
State Prepaid Tuition Program	St. Plan:	

J. Education Deductions and Credits

You may claim a deduction or credit for qualified tuition and related expenses you pay for yourself, your spouse, or a dependent for whom you claim an exemption on your tax return. Married taxpayers must file a joint return to qualify. Qualified expenses include tuition and fees required for enrollment or attendance at an eligible educational institution and expenses paid for books, supplies and equipment needed for a course of study. Taxpayers may not claim both the deduction and the credit for the same student. Based on the information you provide below, we will determine which provides your greatest tax benefit.

Student's Name			
School Name			
School City and State			
Qualified expenses paid			
Year in college	1 st 2 nd 3 rd 4 th Grad Other	1 st 2 nd 3 rd 4 th Grad Other	1 st 2 nd 3 rd 4 th Grad Other
At least half-time student?	Yes No	Yes No	Yes No
Amount of 529 Plan withdrawal			

Educator Expenses

Classroom expenses incurred by educators teaching kindergarten through 12 th grade	
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K. Medical Expenses

Do not include amounts reimbursed by insurance or flexible savings accounts. Your out of pocket expenses must be over 7.5 percent of your income to be deductible. Some states also allow a medical deduction. Disability and Accident insurance premiums are not deductible.

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

L. Tax and Interest Expenses

State Sales Tax - You have the option of claiming your state income tax or your state sales tax paid as an itemized deduction on your federal return. The sales tax deduction typically benefits taxpayers who live in states without a state income tax. If you claim the state sales tax, you have the option of claiming the standard allowed per the IRS tables, according to your income and state sales tax rate (which we can calculate) plus major purchases (car, boat, aircraft, RV), or claiming total actual sales taxes paid for the year.

Sales tax paid on auto, RV, boat, aircraft purchase in 2010	Sales tax paid on all other purchases in 2010
Additional taxes paid with last year's state or local 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)
Qualified Student Loan Interest Paid			

M. Charitable Contributions

The IRS requires receipts for any individual cash donation that is more the \$250.00. Beginning with the 2007 tax year, the IRS requires a receipt or bank record (cancelled check, credit card statement, etc) for all cash donations. If your non-cash contributions (clothing, household items, etc) are greater than \$500.00 for the year, please provide itemized information on the next page of this organizer. If you donated a vehicle, and are claiming a deduction greater than \$500 for the vehicle, the IRS requires that we attach a copy of Form 1098-C to your return. You should receive this form from the charitable organization.

Cash contributions to qualified organizations		Number of miles driven for charitable purposes	
Parking, fees, tolls, etc paid while performing charitable service		Value of non-cash charitable contributions	

Non-Cash Contribution Itemization (include information about vehicle donations below) Please complete this section if your total non-cash contributions for the year were over \$500.

Name and address of organization							
Items donated (general categories such as clothing, toys, household items, electronics)							
Date donated		Date acquired		How acquired		Cost or adjusted basis	
Fair market value at time of donation		Method used to determine value (appraisal, blue book, thrift shop value)					
Name and address of organization							
Items donated (general categories such as clothing, toys, household items, electronics)							
Date donated		Date acquired		How acquired		Cost or adjusted basis	
Fair market value at time of donation		Method used to determine value (appraisal, blue book, thrift shop value)					
Name and address of organization							
Items donated (general categories such as clothing, toys, household items, electronics)							
Date donated		Date acquired		How acquired		Cost or adjusted basis	
Fair market value at time of donation		Method used to determine value (appraisal, blue book, thrift shop value)					
Name and address of organization							

N. 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)	

O. Moving Expenses (only list job related moves greater than 50 miles)

Distance from old home to new workplace		Distance from old home to old workplace		Moving transportation and storage costs		Travel/lodging expenses for move	
Miles driven for move		Number of cars moved		Old base		New base	

P. Estimated Tax Payments List prepayments you made on your 2006 taxes, OTHER THAN W-2 withholding.

	Date	Amount	Date	Amount	Date	Amount	Date	Amount
Federal								
State								
Local								

Q. HSA – Health Savings Account

Is your high deductible health plan for (circle one):	Self only	Family	Total HSA distributions in 2010:	\$
Total HSA contributions your employer made:	\$	Total medical expenses that were not reimbursed:	\$	
Total HSA contributions you made through payroll deduction:	\$	Number of months in the plan in 2010:		
Total 2010 HAS contributions by cash or check to your account	\$	Was the plan in effect for December, 2010	YES	NO

Questions about the tax organizer? 1.888.TAXCREW (829.2739) or info@mytaxcrew.com

R. Small Business/Self-Employed Income

Business Name		Ownership (circle one)	Taxpayer Spouse Joint
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Business address (if different than home address)	
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Gross Income		Supplies	
Income reported to you on Form 1099 (please include copies)		Taxes and licenses	
Returns and allowances		Travel costs	
Advertising		Meals and entertainment	
Bad debts from sales or service		Telephone	
Commissions and fees		Utilities	
Depletion		Wages	
Insurance (other than health)		Other expenses	
Interest		Inventory at the beginning of the year	
Legal & professional services		Purchases less cost of items used personally	
Parking fees, tolls		Cost of labor (do not include your salary)	
Pension and profit-sharing plans		Materials and supplies	
Rent or lease a Vehicles, machinery, equipment		Other costs	
Other business property		Inventory at the end of the year	
Repairs and maintenance		Cost of goods sold	

Other business expenses – additional information

Description of asset used in business	Date placed in service	Cost or basis	Percentage business use

Vehicle Expense The IRS requires written documentation of business miles to claim the deduction.

Vehicle year, make & model		Do you have another car available for personal use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vehicle type (circle one)	<6,000lbs 6,000lbs-13,000lbs >13,000lbs	Do you have evidence to support your deduction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date first used for business		Is this evidence written?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of miles driven for business		Was the vehicle leased?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of miles driven for commuting		Monthly lease payment	
Number of miles driven for personal use		Was your vehicle available for off-duty hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Actual vehicle expenses – To claim actual vehicle expenses instead of the standard mileage rate, please complete this section

Purchase price or cost basis in vehicle		Gasoline, oil, repairs, insurance, etc.	
Section 179 expense elected		Vehicle registration, license	

Business Use of Home

Total square footage of home		Total homeowner's/renter's insurance premium	
Square footage of area used for exclusively for business		Total annual utilities	
Homeowners - Total home mortgage interest paid		Total real estate taxes	
Homeowners - Home purchase price/cost basis		Date you first used home office	
Renters - Annual rent paid		Number of months used as home office last year	

S. Stock, Bond, Securities Sales We must have this following information to accurately calculate capital gains/losses. If your broker does not provide it in your yearend account statement, please contact your broker for this information. Attach sheets if necessary. Or log on at www.1099dropoff.com to transfer your information electronically.

Quantity and description	Purchase date	Date sold	Sales price minus commissions	Purchase price or basis including commissions

T. Rental and Royalty income

Property	Date first used as rental	Purchase Price	Cost of land	Ownership %	Address
1					
2					
3					

Property	1	2	3	Property	1	2	3
Rents received				Mgmt fees			
Advertising				Mortgage Interest			
Automobile mileage				Property Tax			
Association dues				Repairs			
Cleaning/Maint				Supplies			
Commissions				Telephone			
Insurance				Travel to property			
Legal/Prof fees				Utilities			

Number of days of personal use of property.

Property 1 2 or 3	Property improvements, upgrades, capital expenditures	Date purchased	Cost

Sale of Rental Property: Please include copies of the purchase and sale Settlement Statements and (for new clients) copies of tax returns for the years the property was used as a rental.

U. Energy Credits

Hybrid/Alternative fuel vehicles may qualify for a tax credit if purchased after January 1, 2006, for purchases of new hybrid vehicles. Please include a copy of your Manufacturer's Certificate and sales receipt to claim your credit. Plug-in electric vehicles and plug-in electric drive conversion kits may also qualify for this credit. Purchase date: ____/____/____. Make & Model of car: _____

Residential Energy Credits are available for certain energy efficient improvements to a primary residence. Please provide a copy of the manufacturer's certificate and sales receipts if you made the following improvements:

Insulation, energy efficient windows, doors, skylights, heating/air conditioning systems, water heaters, biomass stoves or metal or asphalt roof? Yes No

Alternative energy equipment, such as geothermal heat pumps, wind turbines or solar water heaters? Yes No

Privacy Policy

The privacy of your client information has always been important to us, and we have always been bound by professional standards of confidentiality. We collect nonpublic personal information about you that is provided by you or obtained by us with your authorization. This information may come from various sources, including information we receive from personal interviews, tax organizers, worksheets and other documents necessary to provide professional services to you. We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as permitted or required by law, or when necessary to process transactions requested by a client. We restrict access to nonpublic personal information about you to members of our firm who need to know that information in order to provide you professional services. We retain records relating to the professional services that we provide you in accordance with accounting and government standards. We employ physical, electronic, and procedural security safeguards to protect your nonpublic personal information.

V. Crewmember Deductions

Please enter category totals in shaded areas below. Additional itemization is provided for your convenience to illustrate the items that are deductible. The IRS requires receipts for individual expenses over \$75.00. If the expense is under \$75.00, the IRS accepts a logbook or journal that lists the expense, date and cost.

Non-taxable per diem (listed on your W-2 in box 12 with code 'L')	\$	Uniform Luggage		Business phone	
		Flight bag		If you are on reserve, your monthly cell phone bill is deductible. If you are a schedule holder, deduct business related calls. Calls to scheduling, code-a-phone, voice response and calls to home area while on a trip are business related calls.	
Transportation		Garment bag			
Tips for van divers		Luggage repair			
Rental cars/taxi fares/parking		Luggage tags			
Co-terminal transportation		Miscellaneous luggage items			
Cab/parking fares for short calls		Suitcase		Answering machine/service	
Transportation to training/meetings		Tote bag/Purse		Business related phone calls	
Total Transportation expenses	\$	Wheels for luggage		Calling cards/Collect/Hotel phone calls	
Union and professional dues		Total luggage purchase/repair	\$	Call waiting	
Union Initiation fees/Union dues		Bid service, Computer fees		Cell phone purchase	
Professional organizations		Bid service/trip trading fees		Monthly prorated cell fees (line holders)	
Total Union & professional dues	\$	ISP fees (prorated to business use)		Monthly cell fees on reserve	
Work related publications	\$	Layover Internet access fees		Pager purchase/usage fees	
Uniform purchase, cleaning, repair		Total bid service, computer fees	\$	Second telephone line	
Belt		Work equipment, supplies		Voicemail	
Coat		Accessories used on layovers		Total business phone	\$
Dress		Alarm clock		Training/Education/Job Hunting	
Dry cleaning		ATM/check cashing fees on layovers		Books	
Epaulets		Batteries		Course fees	
Jacket		Business cards		Dry cleaning/laundry in training	
Hair clips		Cockpit keys/corkscrew/flashlight		Hotel	
Hat		Cockpit supplies (maps etc)		Maintaining/additional ratings	
Laundry		Computer supplies (toner, paper)		Other job-hunting fees/expenses	
Maternity dress		Copying/fax/mailing costs		Proficiency training/simulator time	
Nametags/Wings		Currency converter/Exchange fees		Resume printing/mailing	
Pants		Earpiece (pilots)		Transportation/Parking	
Scarf/		FAA medical certificate		Total job-hunting/Training	\$
Serving garments		Hair dryer/ Curling iron/Clothes iron		Training dates	City
Shirt		ID replacement		Special/Temporary Assignment	
Shoe repair		Loss of license insurance		Commuting/Local transportation/Tips	
Shoe shines		Manuals /Organizer		Dry cleaning/Laundry	
Support hose		Passport/Visa fees and photos		Housing/ Utilities/Phone	
Sweater		Portable security dvc/smoke detector		Shipping/storage	
Tie		Sunglasses (pilots only)		Total Temporary Assignment	\$
Uniform alterations/repair		Upgrade training expenses		Dates	City
Vest		Voltage converter			
Total uniform expense	\$	Total work equipment, supplies	\$		

Commuter Apartment Moving Expenses - If you transferred to a new base and incurred moving expenses, please list below:

The IRS defines your primary workplace as your tax home and does not allow a deduction for the cost of maintaining a commuter place. An exception to this is if you have a second job in the area of your residence. In those cases, the IRS allows a deduction for the cost of commuting from one job to another.

Old base		New base		Travel Expense	
Distance driven to transport belongings				Shipping Expense	
Date moved				/ /	Lodging expense during move

State and Local Tax Issues

If you live in a locality with a city (some cities in CO, DE, MI, MO, PA, OH), school district (OH) or local (OH, PA) tax return, please complete this section, if you would like us to complete your local tax return.

Name of Locality					
Amount of estimated taxes paid in 2010, if any. Do not include amounts withheld from pay and reported on your W-2					
Additional local taxes paid when you filed your 2009 in 2010.					
State Filing Status for Civil Unions					
If you are in a state recognized civil union, such as a registered domestic partnership or same-sex marriage, please provide:					
Partner's name:		Social Security Number:			
State filing status (circle one) Married Filing Jointly Married Filing Separately (both partners must use the same filing status)					
Please provide the information requested for your state of residence if applicable			Amount		
CA	Expenses associated with the purchase and installation of solar energy equipment				
CT	CT Residents, please provide the following information for your state property tax credit				
	Property	District	List or Bill #	Date Paid	Amount
CT	Home				
	Auto				
	Auto				
DC	For DC First Time Home Buyers Credit (first home purchase in DC) please list: following information				
	Address of Qualifying home, if different than your address on the front of the organizer				
	Lot #	Square Number	Closing Date		
	Do you have a carryover credit from 2008?		Percentage of home owned		
DE	Clothing and expenses incurred for service as an active volunteer firefighter				
FL	A state Intangible tax return is required if you own securities valued at more than \$250,000 or \$500,000 if you are married filing jointly. Please include copies of your investment statements with your organizer.				
GA	Amount spent on home care services for persons over 62.				
HI	Cost of child restraint system				
ID	Cost of insulation purchased in 2008 and installed in primary residence				
IL	Homeowners: Please provide the Property Index Number (PIN) from your property tax statement.				
IN	For installation installed in your primary residence, please list:				
	Age of house	Purchase date	Install date	Amount paid	
MA	Please provide Form 1099-HC. This form is provided by your employer and is necessary to claim the health coverage exemption.				
	Qualified commuter expenses paid for public transportation (MBTA transit/rail, tolls paid through FastLane account)				
MI	Please provide the property tax statement showing the taxable value of your house.				
MN	Please send us your Certificate of Rent Paid (renters) or Statement of Property Taxes Payable in 2011 (homeowners)				
MT	First Time Homebuyers Savings Account contributions				
OH	Job training expenses you incurred after layoff or furlough				
VT	Please include your 2010/2011 property tax bill				

State Renters Credit (if you paid rent at your tax address, you may qualify for a renter's tax credit in CA HI IN MA MI MN NJ WI).
 MN residents, please send us a copy of your Certificate of Rent Paid.

Address rented			
Landlord's name/address			
Total monthly rent	Your portion	Months rented	Is heat included in rent? Yes No
NJ Residents only, please complete roommate information below:			
Roommate's Name		Roommate's Social Security Number	
		Roommate's Share of monthly rent	

W. K-12 Education Credits (For residents of AZ, IL, IA and MN)

You may claim a credit on your state return in these states for the following qualified expenses:

AZ- Fees and donations to a public or charter school located in Arizona for extracurricular or character education programs. Expenses over \$250.00 are carried over to the following year.

IL – Tuition, fees, book rental, band and lab equipment rental fees paid directly to private, public or religious schools.

IA – Tuition and textbook costs paid to an Iowa accredited not-for-profit school. Certain extracurricular program expenses qualify, such as activity fees, club dues, and school sports fees.

MN – Tuition and fees paid to private or public schools. Also costs of education supplies including up to \$400 towards the purchase of a home computer and educational software.

Student's Name	Expenses	School Name	School Address

X. Foreign Domicile

Date foreign residence began		Date foreign residence ended	
Will foreign residence last at least 1 year?		Are you subject to tax in the base country?	Yes No
Country of citizenship		If yes, what type of tax?	
Did family members live abroad with you?		Type of work Visa you were issued	
Have you filed Form 2555 previously?	Yes No	If yes, what year?	

If you kept a home in the United States while you were based outside of the U.S., please list dates, address and relationship of occupants:

If you were in the United States during the tax year (excluding work related purposes, such as layovers or training, please complete below:

Date arrived US	Date left US	Date arrived US	Date left US	Date arrived US	Date left US
/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /

Per Diem Calculations

For an accurate calculation of your meal expenses, please include your trip information as listed below.

Alaska	Flight Attendants: Flight Crew Pay Sheets from Alaska's world website. Click on Departments/Work groups > Payroll Services > Flight Crew Pay Sheets > Pay Date. Please print in LANDSCAPE orientation. Pilots: Pilot Time Sheets from Alaska's world website. Please print in LANDSCAPE orientation.
American	Flight Attendants: Sequence Details for the year. Contact your Flight Service Manager or MOD desk to order your Sequence History. Pilot flight information is available on the APA website. Click on National Committees > More Committees > TASC > Pilot Services Bar > Previous Months Flying. Select the month and year, click on Retrieve Month and View all HSS.
Continental	Monthly copies of your Pay Registers showing flight information, available in CCS2. Click on Schedule > Pay > Final Pay Register > Page 1. Select LANDSCAPE orientation to print the report.
Delta	Pilots and pre-merger Delta Flight Attendants: We are pleased to announce a special agreement with <i>Flightline</i> to receive your per diem information electronically. This eliminates the need for you to send us your Trip Rotations or Crew Activity Statements. To order your Per Diem Report (Expense Report 2010) from us, we simply need your: Employee number; Primary Domicile for the year; Training dates and training cities if you attended training outside of your domicile. Pilots also have the option to print out trip rotations in DBMS (under Schedules). Pre-merger Northwest Flight Attendants: Copies of your Crew Activity Statements, available in ATLAS – Bottom left corner, under Hot Links, click on CMAS Activity Statements.
Federal Express	Trip pairings found in VIPS Trip Summaries. Please use the printable version.
Gemini	Crew Trac pairing printouts, or Crewmember Payroll Form (please add 3-letter city codes).
Hawaiian	Flight Sheets found in CrewTrac. Print your "Daily Flight Crew Activity for each month.
JetBlue	We are pleased to announce a special agreement with <i>Flightline</i> to receive your per diem information electronically. To order your Per Diem Report (Expense Report 2010) from us, we simply need your: Employee number; Primary Domicile for the year; Training dates and training cities if you attended training outside of your domicile
United	Copy of your year-end Meal Expense Report.
UPS	Flight Payroll Registers. Please use LANDSCAPE orientation when printing the pages.
Other airlines	Monthly reports of trips flown that your company provides you, logbook, or completed Per Diem Worksheet.

World's Best Rates on Per Diem Calculations and Tax Preparation

Crew Package Our Best Deal!	1040, Schedules A&B	125.00	1040 without meal expense calculation	1040, A, B	95.00
Flightline Per Diem Report (Expense Report - 2010) for the following airlines (price if we also prepare your tax return): Delta (all pilots and pre-merger Delta (Delta South) flight attendants), AirTran, Atlantic Southeast Airlines, Chautauqua Airlines, Compass Airlines, Freedom Airlines, Frontier Airlines, GoJet Airlines, JetBlue Airways, Mesa Air Group, Midwest Airlines, Republic Airlines, Shuttle America, Spirit Airlines, Trans States Airlines.					25.00
Flightline Per Diem Report (Expense Report - 2010) without tax preparation					40.00
Yes, please order my Flightline Per Diem Report (Expense Report - 2010). By entering my airline employee number here _____, I am authorizing Tax Crew to receive my Flightline Report. (Flightline Reports are available beginning February 15, but may be pre-ordered).					
State return (price per state)		20.00	Injured spouse/Innocent spouse	8379/8857	20.00
Local return		20.00	Investment interest expense	4952	10.00
Married couples (additional)		25.00	Investment tax for children under 14	8615	20.00
Additional tax on retirement income	5329	20.00	Mortgage interest credit	8396	10.00
Alternative Minimum Tax	6251	25.00	Moving expenses	3903	10.00
Business use of home	8829	20.00	Non-deductible IRA	8606	10.00
Charitable non-cash contributions over \$500	8283	20.00	Parents reporting child's income	8814	20.00
Casualty Loss/Theft	4685	20.00	Partnership/S-Corp/Estate (per schedule)	K-1	20.00
Child care credit	2441	20.00	Passive activity loss	8582	20.00
Child tax credit		20.00	Rental Property (per property)	E	20.00
Additional child tax credit	8812	20.00	Sale of business assets	4797	40.00
Earned Income Credit	EIC	20.00	Sec 1256 Contracts and Straddles	6781	20.00
Education credit/deduction	8863	20.00	Self employed/small business	C	30.00
Extension of time to file	4868/2688	20.00	Self employment tax	SE	10.00
Farm Income	F	40.00	Stock/bond distributions	D	20.00
Foreign earned income exclusion	2555	40.00	Traditional IRA to Roth IRA rollover		10.00
Household employee taxes	H	20.00			

Special handling for tax organizers postmarked after March 22 20.00

Withhold your tax preparation fee from your refund 32.00

Total

Bill my AmEx/Discover/MasterCard/Visa

I have enclosed a check

Withhold my fee from my refund

Credit Card Payment Information

Name on credit card	Card Number	Expires on
Billing address (if different than on front of organizer)	Signature authorizing credit card charge	

Refer a Friend

Our best advertising is a personal referral. For every new client you refer to Tax Crew, we'll send you a check for \$25 (for new tax clients) or \$10 (for new per diem clients) as our thank you. Tell your friends to include your name in the *Referred by* box on the front of the tax organizer or to let us know you referred them.

Free Tax Evaluation

If we haven't prepared your returns in the past, you may have paid too much income tax. We'll evaluate your returns for the last three years at no charge and with no obligation to amend the return. We'll advise you of any additional refund due. If you decide to file an amended return, our fee is \$125.00 per year and includes all forms required for Federal and State amendments. All we need to get started are: a copy of the return you already filed, copies of your W-2s, Activity statements showing layover information and a completed tax organizer for and deductions you did not claim on the original return.

Rates and terms listed on this organizer are effective through December 31, 2011 and are subject to change thereafter.

Tax Crew

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