### Items to Note – 1040 Individual: Proseries to Lacerte

The main purpose of this conversion is to get your data ready for the following tax year. Therefore, viewing a Form 1040 or business equivalent form will not display the same results that had been filed. Some of the data is also placed in input fields that appear to be incorrect but are used as place holders. When the return has been proforma'd to the following year, these amounts will go to the correct input fields.

For the Individual program, additional data will be converted to help fill out an organizer. (An organizer is a questionnaire given to the client to help "organize" information for the following tax year.) Information such as wages on a W2 are converted to help fill out the prior year amounts for an organizer. This will result in Form 1040 looking similar but not identical to what was filed during the tax year. Again, viewing a Form 1040 will not display the same results that were filed with your other program. A two year summary is completed by the conversion using amounts that were filed on the tax return.

A two year summary is completed by the conversion using amounts that were filed on the tax return. These amounts are extracted during the conversion & placed into the prior year summary screen. When the return is proforma'd to the following tax year, these amounts get copied over to allow an accurate two year comparison.

Number of Assets - The conversion program converts a maximum of 2,500 assets per client file.

Items noted in **RED** do not convert & will require manual input. The note will provide the input screen number in Lacerte where to enter the amount.



#### **Client Information Input Screen 1**

Filing Status Taxpayer Information Spouse Information Registered Domestic Partners MFJ/MFS Comparisons Year Spouse Died

#### **Dependent Information Input Screen 2**

Required Dependent Information: Claiming, EIC Qualifications, Dependent Child Care

#### Miscellaneous Information Input Screen 3

Presidential Campaign Designee Information Converted client (proforma use only) Do not remove the check mark.

#### Direct Deposit

Direct Deposit information plus multiple Deposit Information.

#### Invoice Letter, Filing Instructions Input Screen 4

Prior Year Preparation Fee (Memo Only) IRS Center Credit Card Instructions

#### Current Year Estimated Tax Payments Input Screen 6

Overpayment applied from prior year – Federal Only 1<sup>st</sup> thru 4<sup>th</sup> Quarter Voucher Amount (memo only)

#### Next Year Estimated Tax (1040 ES) Input Screen 7

Estimates shown for Next Year

#### Penalties & Interest Input Screen 8

Prior Year Adjusted Gross Income Prior Year Tax Liability Form 2210F Qualified farmer/fisherman More than 50% income from small bus.

#### Wages, Salaries, Tips Input Screen 10

Employer Information: EIN, Name and Address Employee Information: SSN Name and Address Wages Withholding Box 12 codes

#### Interest Income Input Screen 11

1099-Int information Seller-Financed Mortgage – Information needed Name of Foreign County Category of income Foreign Taxes Accrued

#### **Dividend Income Input Screen 12**

1099-Div which includes ordinary dividends, cap gain dist. Municipal Information on Foreign Taxes



#### Pensions, IRA Distributions Input Screen 13.1

Pension, IRA Distributions Information from 1099R Traditional/Sep/Simple IRA Report on Form 8606 Cost in Plan at Annuity Starting Date (Plus Death Benefit Exclusion) Annuity Starting Date (m/d/y) (Simplified Method) Age at Annuity Starting Date

#### Gambling Winnings Input Screen 13.2

Gambling Winnings Information Provided whether on W2-G or not.

#### Miscellaneous Income Input Screen 14.1

Other Income Other Income subject to self-employment tax Social Security Benefits (SSA 1099, BOX5) including all pertinent information

#### State / Local Tax Refunds / Unemployment Compensation (1099-G) Input Screen 14.2

Name of Payer All pertinent information from 1099G

#### Does Not Covert: Input Screen 14.2

State & Local Tax Refund Worksheet will need to be entered (in next year's program) if the return had a Schedule A & a state refund

#### Education Distributions (1099-Q) Input Screen 14.3

Name of Payer Basis in This ESA as of end of year Administering State Basis in education program account as of the end of the year Value of Coverdell ESA account as of the end of the year

#### Net Operating Loss Deduction Input Screen 15

Year of Loss (E.G., 2008) Initial Loss – Regular Tax Amount available for Carryover/Carryback AMT Amount available for Carryover/Carryback

#### Business Income (Schedule C) Input Screen 16

General Information Provided Gross Receipts or Sales Returns & Allowances Other Income Income & Cost of Goods Sold Expenses Foreign income information: category of income Name of foreign country Prior year unallowed passive losses – operating (REGULAR TAX & AMT)

#### **Domestic Production Activities**

Allocation method (mandatory) Only Item converted from domestic production

#### Dispositions (Schedule D, 4797, Etc.) Input Screen 17

Sales information, Basis, 8949 information Gross Profit Ratio (Form 6252) AMT Gross Profit Ratio Prior Years Payments(s) Unrecaptured 1250 Gain – Remaining Unrecaptured Section 1250 Gain from year of sale



#### Dispositions (Schedule D, 4797, Etc.) Input Screen 17 (continued)

Installment worksheet: Year, Principal Payments, total Gain, Ordinary Gain, Unrecaptured 1250 Gain Like Kind Property Received: Description, Date Identified & Received **Only Converts for Related Party** 

#### **Dispositions Miscellaneous**

Short-term Capital Loss Carryover (REGULAR TAX) Long-Term Capital Loss Carryover (REGULAR TAX) Net Section 1231 Losses (5 Preceding Years) (REGULAR TAX & AMT)

#### Rental & Royalty Income (Schedule E) Input Screen 18

General Information Rents & Royalties Received Royalties Received Direct Expenses Indirect Expenses Rental of Vacation Home Information needed Other Expenses Federal Basis State Basis if different Carryover – Vacation Home Expenses (Regular Tax and AMT) Carryover – Vacation Home Depreciation (Regular Tax and AMT) Prior Year Unallowed Passive Losses – Operating (Regular Tax and AMT) Carryover – Depletion

#### Farm Income (Schedule F / Form 4835) Input Screen 19

**General Information** Sales of Items Bought for Resale (Cash Method) Cost or Basis of Items (Cash Method) Sales of Livestock You Raised (Cash Method) Sales of Livestock, Produce, Etc. (Accrual Method) Beginning Inventory of Livestock, Etc. (Accrual Method) Cost of Livestock, Etc. Purchased (Accrual Method) Ending Inventory of Livestock, Etc. (Accrual Method) **Total Cooperative Distributions Taxable Cooperative Distributions** Total Agricultural Program Payments **Taxable Agricultural Program Payments** Commodity Credit Loans Reported Under Election Total Commodity Credit Loans Forfeited or Repaid Taxable Commodity Credit Loans Forfeited or Repaid Total Crop Insurance Proceeds Received in Current Year Taxable Crop Insurance Proceeds Received in Current Year Taxable Crop Insurance Proceeds Deferred from Current Year Custom Hire Other Income Other Expenses Section 179 Carryover Prior Year Unallowed Passive Losses - Operation (REGULAR TAX & AMT)

#### Partnership Information Passthrough Input Screen 20.1

General Information Domestic Production Activity: 1 = Apply small business simplified overall method, 2 = simplified deduction method Foreign Country Code Foreign Income Code Foreign Transactions: Name of Country Other Income Deductions – Passive Prior Unallowed Passive Loss (Regular Tax)



#### Partnership Information Passthrough Input Screen 20.1 (continued)

Other Income & Deductions – Passive AMT Prior Unallowed Passive Loss Other Income & Deductions – Nonpassive Prior Year Unallowed Passive Losses – Ordinary or Rental Loss (Regular Tax & AMT) Prior Year Unallowed Passive Losses – Commercial Revitalization Deduction (Regular Tax & AMT) Prior Year Unallowed Passive Losses – Section 1231 Loss Total (Regular Tax & AMT) Prior Year Unallowed Passive Losses – Short Term Capital Loss (Regular Tax & AMT) Prior Year Unallowed Passive Losses – Short Term Capital Loss (Regular Tax & AMT) Prior Year Unallowed Passive Losses – Long-Term Capital Loss Total (Regular Tax & AMT) At-risk carryovers – (50% & 30%) At-risk carryovers – capital gain contribution (30%) At-risk carryovers – nondeductible expenses

#### S Corporation Information Passthrough Input Screen 20.2

General information Other income & deductions – Passive Prior Unallowed passive Loss (REGULAR TAX) Other Income & Deductions – Passive: AMT Prior Unallowed Passive Loss

#### Estate & Trust Information Passthrough K-1 Input Screen 20.3

General Information for Passthrough Entity Foreign transactions: Name of country Category of foreign income (Table 1) Prior Year Unallowed Passive Loss AMT Prior Year Unallowed Passive Loss

#### Depreciation (4562) Input Screen 22

**Description of Property** Form Asset Links with (Sch C, Sch E, Sch F, etc) Activity Name or Number, Asset Category, Date Placed in Service, Cost or Basis, Method, Life or Class Life 1=Half-Year, 2=Mid-Quarter Amortization Code Section **Prior Depreciation** Prior Special Depreciation Allowance Prior Section 179 Expense Basis Reduction (ITC, Etc.) AMT – Basis AMT - Class Life (Post-1986) AMT - Real Property, 2=Leased Personal Property (Pre-1987) AMT – Prior Depreciation (MACRS Only) Percentage of Business Use (.xxxx) **General Asset Account Election** 150% DB Instead of 200% DB (MACRS Only) 1=IRS Tables, 2=DB/SL Formula (MACRS) **Qualified Indian Reservation Property Qualified Disaster Property** Listed Property No Evidence to Support Business Use Claimed No Written Evidence to Support Business Use Claimed Sport Utility Vehicle Over 6,000 Pounds Increase Deduction Limits for Electric Vehicle, 2=No Limits Vehicle is Available for Off-Duty Personal Use No Other Vehicle is Available for Personal Use Vehicle is Used Primarily by a More than 5% Owner Provide Vehicles for Employee Use Prohibit Employee Personal Use of Vehicles Prohibit Employee Personal Use, Except Commuting

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#### Depreciation (4562) Input Screen 22 (continued)

Treat All Use of Vehicles as Personal Use Provide More than Five Vehicles & Retain Info. Meet Qualified Automobile Demo Requirements Current Year: Commuting Mileage Current Year: Average Daily Round-Trip Commute (2106 Only) Force Actual Expenses, Force St&ard Mileage Rate Gasoline, Lube, Oil Election Information: Description of Property Election Information: Cost or Basis of Asset Election Information: Date Placed in Service Name or Number of Primary Asset in Like-Kind Exchange Simplified method - elect to not create carryover basis assets Date Sold or Disposed of (m/d/y or -m/d/y) Sales Price (Form 4797) Expenses of Sale Blank-1245, 1=1250, 2=1252, 4=1255 Section 1250 Applicable Percentage, if Not 100% (.xxx)

#### Adjustments to Income Input Screen 24

IRA Contributions After Re-characterizations (Maximum Deduction) Ira Basis For Prior Years Roth IRA Contributions After Re-characterizations (Maximum) Basis in Roth IRA Contributions as of prior year end Other Adjustments Jury duty pay given to employer Expenses from rental of personal property

#### Itemized Deductions Input Screen 25

Breakdown of Medical Expenses Taxes Home Mortgage Interest on Form 1098 Home Mortgage Interest Not on Form 1098: Information needed. Points Not on Form 1098 Investment Interest Investment Interest Investment Interest Carryover (Regular & AMT) Cash Contributions Contribution Carryover (100%, 50%, 30%, & 20% Limitation) Miscellaneous Deductions (2%)

#### Noncash Contributions (8283) Input Screen 26

Name of Charitable Organization (Donee) & other information needed Contribution Code Date received by charitable organization Employer Identification Number

#### **Business Use of Home Input Screen 29**

Business Use Area, Total Area of Home Carryover Of Operating Expenses Indirect Expenses – Carryover Of Casualty Losses & Depreciation Qualified Mortgage Insurance Premiums (direct & indirect) Indirect Expenses Direct Expenses

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#### Vehicle / Employee Business Expense (2106) Input Screen 30

Occupation, if Different from Form 1040 General Information Needed Date Placed in Service (m/d/y) Total Mileage, Business Mileage, Total Commuting Mileage & Average Daily Round-Trip Commute **Business Income & Expenses** Reimbursements Listed Property Information Automobile Expenses

#### Foreign Income Exclusion (2555) Input Screen 31

Foreign Address of Taxpayer: Street Address, City, Region, Postal Code, Country Employer's U.S.: Name, Street Address, City, State, & ZIP Code Employer's Foreign Address: Street Address, City, Region, Postal Code, Country Employer Type Employer Type, if Other Enter Last Year (After 1981) Form 2555 Was Filed Revoked Choice of Earlier Exclusion Claimed Type of Exclusion & Tax Year Rev. Was Effective Country of Citizenship City & Country of Foreign Residence Travel information: Needed to provide Physical Presence Beginning Date for Bona Fide Residence (m/d/y) Ending Date for Bona Fide Residence (m/d/y) General Information for Living Abroad FOREIGN COMPENSATION SECTION: Name & address of employer Total Wages, Tips & Other Compensation Total Number of Days Worked (Defaults to 240) Total Days Worked Before & After Foreign Assignment

Foreign Days Worked Before & After Foreign Assignment

#### Health Savings Accounts (8889) Input Screen 32

1=Self-Only Coverage, 2=Family Coverage Acquired Interest in HAS After Death of Account Holder

#### Archer Medical Savings Accounts (8853) Input Screen 32

1=Self-Only Coverage, 2=Family Coverage Acquired Interest in MSA After Death of Account Holder

### Long-Term Care Insurance Contracts (8853) Input Screen 32

Provide information of person insured

#### Child & Dependent Care Expenses (2441) Input Screen 33 Persons/Organization Providing Dependent Care - Name, Street Address, City State Zip EIN

#### General Business & Activity Credits Input Screen 34

General Business Credit Carryover (Lump Sum) Name of Activity (Automatic if Blank) Carryforward Of Any Alcohol & Cellulosic Biofuel Fuels Credit After 2004 Prior Year Unallowed Credits - Rental Real Estate Low-Income Housing (Pre-1990) & Rehabilitation From Rental Real Estate Low-Income Housing (Post-1989) All Other Passive Activities



#### Does Not Covert: Input Screen 34

Any credits from form 3800 that are to be carried over to the future year will need to be entered manually

#### Foreign Tax Credit (1116) Input Screen 35

Resident of (Name of Country) Name of Foreign Country Category of Income Other Foreign Source Income Carryover Of Foreign Taxes Paid AMT Carryover Of Foreign Taxes Paid Employee compensation over \$250,000 with alternative basis, explanation

#### Qualified Adoption Expenses (8839) Input Screen 37

Qualified Adoption Credit Carryover Name, SSN & Date of Birth Born Before 1990 & Was Disabled Special Needs Child Foreign Child

#### EIC, Elderly, Other Credits Input Screen 38.2

Mortgage Interest Credit: Street Address, City ST Zip Certificate Credit Rate Mortgage Interest Credit Carryover -3 Prior Years Minimum Tax Credit Carryover Taxable income (PY 6251) Exclusion items (PY 6251) 4684 loss (PY 6251) Tax less foreign tax credit (PY 6251) Alternative minimum tax (PY 6251) Foreign earned income/housing exclusion Child Under 24(child's earned income plus 6,400) Filing Status Current Year Distributions From IRAs & Elective Deferral Plans Filing Status in Current Year Other Than MFJ Homebuyer Credit Date Acquired Homebuyer Credit Original Credit

#### Household Employment Taxes Input Screen 42

**Employer Identification Number** Paid Cash Wages of 1,500 or More Withheld Federal Income Tax for Household Employee Total Cash Wages Subject to Social Security Taxes Total Cash Wages Subject to Medicare Taxes Federal Income Tax Withheld Advanced Earned Income Credit Payments Paid Total Cash Wages of 1,000 or More in any Quarter of 2<sup>nd</sup> Preceding Year or Prior Year Total Cash Wages Subject to FUTA Tax Paid Unemployment Contributions to Only One State Paid All State Unemployment Contributions by 4/17/yy All Wages Taxable for FUTA Were Also Taxable for State Unemployment Section A - Name of State Section A - Contributions Paid to State Unemployment Fund Section B - Name of State (Primary) Section B - Name of State (Secondary)



#### Tax for Children Under 18 (8615) Input Screen 43

Tax for Children Under 18 – Name & SSN

#### Parent's Election to Report Child's Income Input Screen 44

Child's Name & SSN Reportable Income Dividends received as a nominee Non-taxable dividends

#### Self-Employment Tax (Schedule SE) Input Screen 45

Exempt & Filed Form 4361 Exempt & Filed Form 4029

#### Prior Year Summary (for Comparison) Input Screen 48

Includes summary of all income, deductions, credits, & withholdings for current year to be transferred to prior year screen during Proforma to next year's program

#### Injured Spouse Claim & Allocation Input Screen 71

Injured Spouse: 1=Taxpayer, 2=Spouse Refund Check Payable to Injured Spouse Only Main Home Was in a Community Property State Name of Community Property State(s)



#### **Client Information Input Screen 1**

Partnership General Information Fiscal Year End (mm) Date Business Began (m/d/y) Business Code Business Activity Product or Service Final Return Accounting Method Other Accounting Method Tax Shelter Registration Number Type of Entity Tax Matters Partner Partner's Capital Account State Return

#### Invoice, Letter, Filing Instructions Input Screen 2.2

Prior Year Preparation Fee (Memo Only) IRS Center Salutation

#### Miscellaneous Information Input Screen 3

Type of Entity Filing if Other Allow Preparer / IRS Discussion: Yes, 2=No, 3=Blank Rounding Partner Number Partner's capital accounts if "other" Tax Matter Partner Representative if Entity Converted client - Do Not Remove The Check Mark

#### Other Information (Schedule B) Input Screen 5

Partners in This Partnership were a disregarded entity.
Foreign or Domestic corporation, Partnership or Trust own, directly or indirectly an interest of more than 50% in profit, loss or capital of the partnership.
Individual or estate owns, directly or indirectly, 50% or more in profit, loss or capital of the partnership.
Partnership owned directly more than 20% or owned, directly or directly, more than 50% of the voting power of any foreign or domestic corporation.
Partnership owned directly an interest of 20% or own, directly or indirectly an interest of 50% in the profit/loss or capital of foreign or domestic partnership.
Partnership is a Publicly Traded Partnership
Name of Foreign Country
Partnership is a Grantor of a Foreign Trust
Partnership is making a Sec 754 election

#### **Extensions Input Screen 6**

Qualifies Under Reg. Sec. 1.6081-5

#### Partner Information Input Screen 7

Partner General Information Type of Entity If LLC, Federal Classification Nominee General Partner or LLC Manager Passive Partner Foreign Partner

#### Partner Percentages Input Screen 8

Profit Sharing – End of Year Loss Sharing – End of Year Ownership of Capital – End of Year

#### Cost of Goods Sold (Schedule A) Input Screen 11

Additional Section 263A Costs Beginning Inventory Ending Inventory Method: Cost Method: Lower of Cost or Market Other Method LIFO Inventory Method Adopted Closing Inventory under LIFO Rules of Section 263A Apply

#### Farm Income (Schedule F) Input Screen 12

Agricultural Activity Code Accounting Method: Cash, 2=Accrual Did Not Materially Participate (Sch. F Only) this business activity is within the gulf opportunity zone Ending Inventory of Livestock, Etc. – Accrual Method

#### **Deductions Input Screen 13**

Allocation method

#### Depreciation (4562) Input Screen 14

**Description of Property** Form Number of Form Category Date Placed in Service Cost or Basis Method Life or Class Life Half-Year, 2=Mid-Quarter Amortization Code Section Prior Section 179 Expense **Prior Depreciation** Basis Reduction (ITC, etc.) AMT – Basis AMT - Real Property, 2=Leased Personal Property (Pre-1987) Percentage of Business Use (.xxxx) **General Asset Account Election** Alternative Depreciation System (ADS) 150% DB Instead of 200% DB (MACRS Only) IRS Tables, 2=DB/SL Formula (MACRS) **Qualified Indian Reservation Property Qualified Disaster Property** Listed Property Date Sold or Disposed of (m/d/y or -m/d/y) Elect Simplified Method Sales Price Expenses of Sale Blank=1245, 1-1250, 2=1252, 3=1254, 4=1255 Section 1250 Applicable Percentage, if Not 100% (.xxx)



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#### Rental Real Estate Activities (Form 8825) Input Screen 17

Kind of Property Street address City State Zip code This Business Activity is Within the Gulf Opportunity Zone Other Expenses

#### Dispositions (Schedule D, 4797, Etc.) Input Screen 19

Description of Property Date Acquired (m/d/y or -m/d/y) Date Sold (m/d/y or -m/d/y) Short-Term, 2=Long-Term Gross Profit Ratio (.xxxx Or 100%) Prior Years' Payments Ordinary Income (-None, Triggers 4797) Disposition of Asset w/ Prior Section 179 expense Like-Kind Property Received – Description Like-Kind Property Received – Date Property Identified (m/d/y) Like-Kind Property Received – Date Property Received (m/d/y) Related Party: General Information Taxpayer ID Number Relationship to Taxpayer Marketable Security

#### Credits Input Screen 20.1

Indian Employment Credit – 1993 Qualified Wages Indian Employment Credit – 1993 Qualified Health Insurance 8941 Employees

#### Low-Income Housing Input Screen 21

Kind of Building Building ID Number Date Placed in Service (m/d/y) Newly Constructed or Existing Building, 2=Section 42(e) Rehabilitation Expenditure Partnership Does Not Have Form 8609 Issued By the Housing Credit Agency Building Qualified as Part of a Low-Income Housing Project & Met Section 42 Requirements: Yes, 2=No Decrease in the Building's Qualified Basis for This Tax Year Eligible Basis from Form 8609, Part II. Line 7b Low-Income Portion (Line2) (.xxxx) Credit % from Form 8609, Part I, Line 2 (.xxxx) Maximum Housing Credit Available from Form 8609, Part I, Line 1b

#### Other Schedule K Items Input Screen 22

Other Income (Loss) Other Deductions Other Sec 59 (e) (2) election expenses Real Estate Rehab. Expenditures Rental Real Estate Credits Other Rental Credits Other Credits Foreign Transactions – Foreign Country Foreign Income Sourced at Partnership Level – Listed Categories Deductions Allocation / Apportionable at Partnership Level – Listed Categories Reduction in Taxes Available for Credit

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#### Other Schedule K Items Input Screen 22 (continued)

Other Foreign Transactions Other AMT Items Other Items Section 179 Carryover

#### Passthrough Entity K-1 Information Input Screen 23

Name of K-1 Entity Address of K-1 Entity Employer Identification Number

#### Balance Sheet (Assets) - Ending Amounts Only Input Screen 24

Other Current Assets Other Investments Other Assets

#### Balance Sheet (Liabilities & Capital) - Ending Amounts Only Input Screen 24

Other Current Liabilities Other Liabilities Partner's Capital Account

#### Schedule M-1 Input Screen 27.1

Income on Schedule K Not Recorded on Books Expenses on Books Not on Schedule K – Non-Deductible Expenses Expenses on Books Not on Schedule K – Other Income on Books Not on Schedule K – Tax-Exempt Income Income on Books Not on Schedule K – Other Deductions on Sch. K Not Charged Against Book Income – Other

#### Schedule M-2 Input Screen 28

**Ending Capital** 

#### Schedule M-3 Input Screen Input Screen 27.2

filing Schedule M-3 as alternative disclosure under Rev. Proc. 2004-45 complete columns (a) & (d) of Parts II & III Did the partnership file SEC Form 10-K Does the partnership prepare a certified audited? Non-tax basis statement Reportable entity partner Identifying number Maximum percentage owned Type of Income statement prepared Accounting st&ards for Worldwide consolidated income Net income from non includible foreign entities Net loss from non includible foreign entities Net income from non includible US entities Net loss from non includible US entities Net income/loss from other foreign disregarded entities Net income/loss from other US disregarded entities Net Income (Loss) Reconciliation Income or Loss from Equity Method Foreign Corporations Gross Foreign Dividends Not Previously Taxed Subpart F, QEF, & Similar Income Inclusions Gross Foreign Distributions Previously Taxed Income or Loss from Equity Method US Corporations US dividends not eliminated



#### Schedule M-3 Input Screen Input Screen 27.2 (continued)

Income or Loss from US Partnerships Income or Loss from Foreign Partnerships Income or Loss from Other Pass-through Entities Items Relating Reportable Transactions Worthless Stock Losses Adjustments to eliminate transactions between includible & non includible entities. Adjustments to reconcile income statement period to tax year. Other Income/Loss Items with Differences

#### Schedule K-1 Supplemental Information Input Screen 31

Schedule K-1 Supplemental Information

#### Special Allocations Input Screen 28

Beginning Capital

#### Partner Schedule K-1 Misc. Information Input Screen 32

Final K-1: 1=Yes, 2=No

#### Prior Year Summary (for Comparison) Input Screen 35

Includes summary of all income, deductions, credits, & withholdings for current year to be transferred to prior year screen during Proforma to next year's program

#### **Client Information Input Screen 1**

General Corporation Information Fiscal Year End (mm) Date Incorporated (m/d/y) Business Code Business Activity Product or Service Accounting Method (Cash or Accrual) Other Method (Specify) Number of Shareholders

#### Officer Information Input Screen 2

Officer Name Social Security Number Time Devoted to Business % of Common Stock Owned (xx.xx) % of Preferred Stock Owned (xx.xx)

#### Affiliations Schedule (851) Input Screen 3

Common Parent Name, if Different Affiliate General Information Voting Stock Information This Corporation Had More than One Class of Stock Outstanding This Member Had an Agreement in Existence by Which Persons that Were Not Members of the Affiliated Group Could Acquire Stock or Acquire Voting Power in the Corporation from this Corporation or Another Corporation Percentage of the Value of the Outstanding Stock that the Person(s) Could Acquire (xxx.xx) Percentage of the Value of the Outstanding Voting Stock that the Person(s) Could Acquire (xxx.xx) If the Arrangement Was Associated, etc.

#### Miscellaneous / Other Information Input Screen 4.1

Title of Signing Officer Allow Preparer / IRS Discussion: Converted client - Do Not Remove The Check Mark. Type of entity Parent Name Parent ID Number Foreign Person Owns Over 25% of Corporation's Stock Percentage Owned by Foreign Person (xxx.xx) Foreign Owner's Country Number of Forms 5472 Attached Direct Deposit of Refund Name of Bank (Memo Only) **Routing Number Depositor Account Number** Type of Account: Checking/Savings Print Corporation's Phone Number (from form 8050) Corporation Owned Foreign Disregarded Entity Foreign Partnership Name Foreign Partnership EIN Forms Filed **Tax Matters Partner** Number of Forms 8858 Attached Number of Forms 8865 Attached Distribution From or Grantor of Foreign Trust Corporation is a Shareholder of a Controlled Foreign Corporation

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#### Miscellaneous / Other Information Input Screen 4.1 (continued)

Country of Foreign Bank Account Number of Forms 8873 Attached

#### Invoice & Letter Input Screen 5.1

Prior Year Preparation Fee (Memo Only) IRS Center Salutation

#### 20% Direct or 50% Direct/Indirect Owners (Sch PH) Input Screen 6

General Information about Owner Federal Identification Number % of Common Stock Owned (xxx.xx) % of Preferred Stock Owned (xxx.xx)

#### 20% Direct or 50% Direct/Indirect Owned Entities Input Screen 7

Entity type Name Federal Identification Number Country of Incorporation/Organization, if not U.S. Percentage Owned (xxx.xx)

#### Foreign Owned Corporation Information (5472) Input Screen 8

Country of Incorporation Country(ies) of Filing Income Tax Return as a Resident Principal Country(ies) Where Business is Conducted Consolidated Filing of Form 5472 If Foreign Person Owned at Least 50% of the Reporting Corporation Direct 25% Shareholder(s) Ultimate Indirect 25% Shareholder(s) – General Information Related Party: General Information Principal Business Activity Code Principal Business Activity Principal Country(ies) Where Business is Conducted Country(ies) of Filing Income Tax Return as a Resident Type of Party: Foreign Person, U.S. Person Type of Relationship Information Reasonable Estimates are Used

#### Controlled Group Apportionment Consent Input Screen 9

Name ID Number Taxable Year Ended (m/d/y)

#### Estimates Input Screen 10

Overpayment applied from prior year 1<sup>st</sup> Installment Voucher Amount (Memo Only) 2<sup>nd</sup> Installment Voucher Amount (Memo Only) 3<sup>rd</sup> Installment Voucher Amount (Memo Only) 4<sup>th</sup> Installment Voucher Amount (Memo Only) Credit to Next Year (Options 1 & 4 Only) Large Corporation Determination –three preceding years

#### Penalties & Interest Input Screen 11

Prior Year Tax Large Corporation

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#### Income Input Screen 13

Interest US Gov't interest included in Interest

#### Cost of Goods Sold Input Screen 14

Additional Section 263A Costs Other Costs Ending Inventory Cost Lower of Cost or Market Other Method Rules of Section 263a Apply

#### Disposition (Schedule D, 4797, Etc.) Input Screen 15

Description of Property Date Acquired (m/d/y or -m/d/y) Date Sold (m/d/y or -m/d/y) 1=Short-Term, 2=Long-Term Gross Profit Ratio (.xxxx Or 100%) (Form 6252) Prior Years' Payments Ordinary Income Like- Kind Property Received – Description Like-Kind Property Received – Date Property Identified (m/d/y) Like-Kind Property Received – Date Property Received (m/d/y) Related Party: General Information Relationship to Taxpayer Marketable Security

#### K-1 Information Input Screen 16

Name of K-1 Entity Employer Identification Number Tax Shelter Registration Number

#### Rental / Other Passive Activities Input Screen 18

Description of Property/Activity Entire disposition Prior Unallowed (Federal) - Advertising Prior Unallowed (Federal) - Bad Debts Prior Unallowed (Federal) - Compensation Of Officers Prior Unallowed (Federal) - Cost Of Goods Prior Unallowed (Federal) - Depletion Prior Unallowed (Federal) - Depreciation Prior Unallowed (Federal) - Interest Prior Unallowed (Federal) - Repairs Prior Unallowed (Federal) - Rents - Real & Personal Property Prior Unallowed (Federal) - Salaries & Wages Prior Unallowed (Federal) - Taxes Prior Unallowed (Federal) - Other Deductions Prior Unallowed (Federal) - Short-Term Capital Losses Prior Unallowed (Federal) - Form 4797 Losses

#### **Deductions Input Screen 20**

Depreciation – Section 179 carryover Cash Contributions Taxes – Other

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#### Depreciation (4562) Input Screen 21

**Description of Property** Form Category Date Placed in Service **Qualified Disaster Area** Cost or Basis Method Life or Class Life 1=Half-Year, 2=Mid-Quarter Amortization Code Section Prior Section 179 Expense **Prior Depreciation** Basis Reduction (ITC, Etc.) AMT – Basis AMT - Real Property, 2=Leased Personal Property (Pre-1987) AMT - Current Depreciation AMT – Prior Depreciation (MACRS Only) ACE - Basis ACE – Life ACE - Current Depreciation (-1 if None) ACE - Prior Depreciation Percentage of Business Use (.xxxx) **General Asset Account Election** Alternative Depreciation System (ADS) 1=150% DB, 2=200% DB (% MACRS) 1=IRS Tables, 2=DB/SL Formula (MACRS) **Qualified Indian Reservation Property** Listed Property Sport Utility Vehicle Over 6,000 Pounds Date Traded Date Sold or Disposed of (m/d/y or -m/d/y) Sales Price (-1 if None) Expenses of Sale Blank=1245, 1=1250, 2=1252, 3=1254, 4=1255 Section 1250 Applicable Percentage, if Not 100% (.xxx)

#### Regular Net Operating Loss Deduction Input Screen 23.1

Current year net operating loss Regular Net Operating Loss Carryovers

#### AMT Net Operating Loss Deduction Input Screen 23.2

Current year net operating loss AMT Net Operating Loss Carryovers

#### **Contribution Carryovers Input Screen 24**

Current year contribution subject to the 10% limitation Regular Carryovers from 1<sup>st</sup> to 4<sup>th</sup> Preceding Periods

#### Noncash Contributions Input Screen 25

Donee – General Information about Organization

#### General Business Credits Input Screen 28,1

Eligible small business Carryforward Of Empowerment Zone Employment Credit To Current Year Indian Employment Credit: Qualified Wages 1993



#### General Business Credits Input Screen 28.1 (continued)

Indian Employment Credit: Qualified Health Insurance 1993 Gen. Business Credit Carryover To Next Year Small Employer Health Insurance Premiums Credit-Name

#### Schedule A (8609) / LIH Recapture (8611) Input Screen 28.2

Building ID Number Date Placed in Service (m/d/y) 1=Newly Constructed or Existing Building, 2=Section 42(e) Rehabilitation Expenditure Corporation Does Not Have Form 8609 Issued By the Housing Credit Agency Building Qualified as Part of Low-Income Housing Project & Met Section 42 Requirements: 1=Yes, 2=No Decrease in the Building's Qualified Basis for This Tax Year Eligible Basis from Form 8609, Part II, Line 7b Low-Income Portion (.xxx) Credit Percentage from Form 8609, Part I, Line 2 (.xxxx) Maximum Housing Credit Available from Form 8609, Part I, Line 1b

#### Does Not Covert: Input Screen 28.3

Any credits from form 3800 that are to be carried over to the future year will need to be entered manually

#### Other Credits Input Screen 31.1

Minimum tax credit carryover Prior year AMT

#### Alternative Minimum Tax (4626) Input Screen 33

Small Corporation Determination – Gross Receipts (3 Preceding Years) Corporation is a Former AMT Small Corporation Change Date (m/d/y) Small Corporation Exemption: 1=Yes, 2=No

#### Schedule PH Input Screen 34

Amounts Excluded Under Section 543(a)(1)(A), 543(a)(1)(B) Less Adjustments Described in Section 543(b)(2)(A) Less Adjustments Described in Section 543(b)(2)(B) War Profits & Excess Profits Taxes Not Deducted Names & Addresses of Persons Who Rented or Used Property Subject to 545(b)(6)

#### Balance Sheet (Assets) – Ending Amounts Only Input Screen 37

Cash Accounts Receivable Less Allowance for Bad Debts Inventories, if Different from Screen 14 **U.S.** Government Obligations **Tax-Exempt Securities** Other Current Assets Loans to Stockholders Mortgage & Real Estate Loans Other Investments **Buildings & Other Depreciable Assets** Less Accumulated Depreciation **Depleteable Assets** Less Accumulated Depletion L& (Net of Any Amortization) Intangible Assets Less Accumulated Amortization

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#### Balance Sheet (Liabilities & Capital) – Ending Amounts Only Input Screen 37

Accounts Payable Mortgages, Notes Payable – Current Year Other Current Liabilities Loans from Stockholders Mortgages, Notes Payable – Long-Term Other Liabilities Preferred Stock Common Stock

#### Balance Sheet (Miscellaneous) Input Screen 38

Current Year Book Depreciation (Table or Dollar Amount) Current Year Book Amortization (Table or Dollar Amount)

#### Schedule M-1 Input Screen 39.1

Income Subject to Tax Not Recorded on Books Expenses on Books Not Included on Return – Other Income on Books Not Included on this Return – Other Deductions Not Charged Against Book Income – Other

#### Schedule M-3 Input Screen 39.2

Filing Schedule M-3 as Alternative Disclosure Under Rev. Proc. 2007-45 Did the corp. file SEC Form 10-K for its income statement period ... Did the corp. prepare a certified audited non-tax-basis income statement... Did the corp. prepare a non-tax-basis income statement for the period... If Corporation's Income Statement Has Been Restated... Any of Corporation's Voting Common Stock is Publicly Traded Symbol of Primary U.S. Publicly Traded Voting Common Stock Stock's CUSIP Number Accounting St&ard used Net Income or Loss from Non-includible Foreign Entities Net Income or Loss from Non-includible U.S. Entities Net Income or Loss from Other Includible Entities Adjustment to eliminations of transactions between includible entities & Non-includible entities Complete Column A & Column D of parts II & III Income or Loss from Equity Method Foreign Corporations: Entity Name Gross Foreign Dividends Not Previously Taxed: Dividend Payer Subpart F, QEF, & Similar Income Inclusions: Entity Name Section 78 Gross-Up: Entity Name Gross Foreign Distributions Previously Taxed: Entity Name Income or Loss from Equity Method U.S. Corporations: Entity Name U.S. Dividends Not Eliminated in Tax Consolidation: Dividend Payer Minority Interest for Includible Corporations: Entity Name Income or Loss from U.S. Partnerships: Partnership Name Income or Loss from Foreign Partnerships: Partnership Name Income or Loss from Other Passthrough Entities: Entity Name Worthless Stock Losses Other Income / Loss Items With Differences **Research & Development Costs** Section 118 Exclusion Other Expenses / Deduction Items With Differences



#### Prior Year Summary (for Comparison) Input Screen 43

Includes summary of all income, deductions, credits, & withholdings for current year to be transferred to prior year screen during Proforma to next year's program

#### Homeowners Associations (1120-H) Input Screen 54.1

Homeowner's Association (Mandatory) Type of Association Taxable Interest if Different Other Income if Different Taxes Licenses Other Deductions Payments

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#### **Client Information Input Screen 1**

General S Corporation Information Date Incorporated (m/d/y) Date Elected S Corporation (m/d/y) Fiscal year end (month) Business Code Business Activity Product or Service Accounting Method Other Accounting Method State Return

#### Miscellaneous Info., Other Info. (Sch. B) Amended Return Input Screen 3.1

Title of Signing Officer Corp is electing to be an S-corp. beginning w/ this tax year **Final Return** Change in corporate name Change in corporate address Amended return Allow Preparer / IRS Discussion: 1=Yes, 2=No, 3=Blank Corp own directly or indirectly 50% or more of voting stock of domestic corp. Converted client - Do Not Remove The Check Mark. **Own Domestic Corporation – General Information** Required to file 8918 Corp issued publicly offered debt instruments Member of controlled group (code 107) Corporation is Required to File Under Section 6111 Tax Shelter Registration Number Net Unrealized Built-In Gain - Federal Accumulated Earnings & Profits at Year-End (code 117) Direct Deposit of Refund **Routing Number Depositor Account Number** Type of Account Print Corporation's Phone Number Corporation Owned Foreign Disregarded Entity Number of Forms 8858 Attached Number of Forms 8865 Attached Foreign Partnership Name Foreign Partnership EIN Foreign Partnership Forms Filed Foreign Partnership Tax Matters Partner Corporation is a Shareholder of Controlled Foreign Corp. Number of Forms 5471 Attached Interest in Foreign Bank Account Name of Foreign Country Number of Forms 8873 Attached (Extraterritorial Income Exclusion) Was a qualified sub S subsidiary election terminated or revoked?

#### Invoice, Letter, Filing Instructions Input Screen 4.1

Prior Year Preparation Fee (Memo Only) IRS Center Salutation

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#### Shareholder Information Input Screen 5

Identification Number Street Address City State ZIP Code Resident State Ownership %

#### Stock Ownership Input Screen 6

Shareholder Name Number of Shares Owned at Year End

#### Shareholder's Basis Input Screen 9

Stock Basis At Beginning Of Tax Year Prior Year Loss In Excess Of Basis Principal Amount Of Debt Owed To Shareholder At Beginning Of Tax Year Debt Basis At Beginning Of Tax Year, If Diff.

#### Estimates Input Screen 10

Overpayment Applied From Prior Year

#### Penalties & Interest Input Screen 11

Prior Year Excess Net Passive Income Tax Form 2220 Options Optional Annualized Methods: 1=Option 1, 2=Option 2, Blank=St&ard

#### Ordinary Income Input Screen 13

Other Income

#### Cost of Goods Sold Input Screen 14

Additional Section 263A Costs Other Costs Ending Inventory Inventory Method: Cost Inventory Method: Lower of Cost or Market Inventory Method: Other Method Rules of Section 263A Apply

#### **Ordinary Deductions Input Screen 15**

Taxes other Other-Ordinary Deductions Allocation Method (M&atory) Other Information

#### Depreciation (4562) Input Screen 16

Description of Property Form Activity Name or Number Category Gulf Opportunity Zone Asset: 1=Yes, 2=No Cost or Basis Method Life or Class Life 1=Half-Year, 2=Mid-Quarter Amortization Code Section

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#### Depreciation (4562) Input Screen 16 (continued)

Prior Section 179 Expense **Prior Depreciation** Basis Reduction (ITC, Etc.) AMT – Basis AMT - Real Property, 2=Leased Personal Property (Pre-1987) AMT – Prior Depreciation (MACRS Only) Percentage of Business Use (.xxxx) **General Asset Account Election** Alternative Depreciation System (ADS) 150% DB Instead of 200% DB (MACRS Only) 1=IRS Tables, 2=DB/SL Formula (MACRS) **Qualified Indian Reservation Property Qualified Disaster Property** Listed Property Sport Utility Vehicle Over 6,000 Pounds Date Sold or Disposed of (m/d/y or -m/d/y) Sales Price Expenses of Sale Simplified Method Blank=1245, 1=1250, 2=1252, 3=1254, 4=1255 Section 1250 Applicable Percentage, if Not 100% (.xxx) Total Gain (loss) Ordinary income portion under recapture rules

#### Farm Income / Expenses Input Screen 18

Principal Product Employer ID Number (if Different) Agricultural Activity Code Accounting Method: Cash 2=Accrual Do Not Materially Participate Cost of Livestock, Produce Purchased During the Year Ending Inventory of Livestock, Etc.

#### Schedule K Income & Deductions Input Screen 20

Other Income (Loss) Section 59(e) (2) Election Expenses Other Deductions Section 179 Carryover (Not oil & Gas Activities)

#### Rental Real Estate Activities (Form 8825) Worksheet Input Screen 21

Kind of Property Street address City State Zip Code Type of Property Other type of property 2=Delete Next Year Other Expenses

#### Dispositions (Schedule D, 4797, Etc.) Input Screen 23

Description of Property Date Acquired (m/d/y or -m/d/y) Date Sold (m/d/y or -m/d/y) Short-Term, 2=Long-Term

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#### Dispositions (Schedule D, 4797, Etc.) Input Screen 23 (continued)

Gross Profit Ratio (.xxxx Or 100%) (6252) Prior Years' Payments Ordinary Income (-None, Triggers 4797) Disposition of Asset With Prior Section 179 Expense Like-Kind Property Received: Description Like-Kind Property Received: Date Property Identified (m/d/y) Like-Kind Property Received: Date Property Received (m/d/y) Related Party: Name Related Party: Street Address Related Party: City Related Party: ZIP Code Taxpayer ID Number Relationship to Taxpayer Marketable Security

#### Noncash Contributions (8283) Input screen 25

Name of Charitable Organization Donee: Street Address, City, State, & Zip Code

#### Credits (Schedule K) Input Screen 26.1

Real Estate Rehabilitation Expenditures Rental Real Estate Credits Other Rental Credits Other Credits & Credit Recapture 8941: Individuals Considered Employees

#### Schedule A (8609) / LIH Recapture (8611) Input Screen 26.3

Kind of Building Building ID Number Date Placed in Service (m/d/y) Newly Constructed or Existing Building, 2=Section 42(e) Rehabilitation Expenditure S Corporation Does Not Have Form 8609 Issued By the Housing Credit Agency Building Qualified as Part of a Low-Income Housing Project & Met Section 42 Requirements: Yes, 2=No Decrease in the Building's Qualified Basis for This Tax Year Eligible Basis from Form 8609, Part II, Line 7b Low-Income Portion (Line 2) (.xxx) Credit Percentage from Form 8609, Part I, Line 2 (.xxxx) Maximum Housing Credit Available from Form 8609, Part II, Line 1b

#### Other Schedule K Items Input Screen 27

Foreign Transactions – Foreign Country Foreign Income Sourced at Corporate Level – Listed Categories Deductions Allocation/Apportionable at Corporate Level – Listed Categories Reduction in Taxes Available for Credit Other Foreign Transactions Other AMT Items Other Items & Amounts (Line 17d)

#### Balance Sheet (Assets) – Ending Amounts Only Input Screen 29 Cash Accounts Receivable Less Allowance for Bad Debts Inventories, if Different from Screen 14 U.S. Government Obligations

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#### Balance Sheet (Assets) - Ending Amounts Only Input Screen 29 (continued)

Tax-Exempt Securities Other Current Assets Loans to Shareholders Mortgage & Real Estate Loans Other Investments Buildings & Other Depreciable Assets Less Accumulated Depreciation Depleteable Assets Less Accumulated Depletion L& (Net of Any Amortization) Intangible Assets Less Accumulated Amortization Other Assets

#### Balance Sheet (Liabilities & Capital – Ending Amounts Only Input Screen 29

Accounts Payable Mortgages, Notes Payable – Current Year Other Current Liabilities Loans from Shareholders Mortgages, Notes Payable – Long-Term Other Liabilities Capital Stock Additional Paid-in Capital Total Retained Earnings Adjustments to Shareholders' Equity Less Cost of Treasury Stock

#### Balance Sheet Misc. Input Screen 38

Current year book depreciation Current year book amortization Current year book depletion

#### Schedule M-1 Input Screen 31.1

Income on Schedule K Not Recorded on Books Expenses on Books Not on Schedule K – Non-Deductible Expenses Expenses on Books Not on Schedule K – Other Income on Books Not on Schedule K – Tax-Exempt Income Income on Books Not on Schedule K – Other Deductions on Sch. K Not Charged Against Book Income – Other

#### Schedule M-2 Input Screen 32

Beginning Balance Other Additions Other Reductions Other Adjustments Account (Schedule M-2) – Beginning Balance Shareholder Undistributed Taxable Income (Schedule M-2) – Beginning Balance Other Retained Earnings (Schedule L) – Beginning Balance

#### Schedule M-3 Input Screen Input Screen 31.2

Schedule M-3: Force, 2=Suppress filing Schedule M-3 as alternative disclosure under Rev. Proc. 2004-45 Did the corp. prepare a certified audited non-tax-basis income statement? If Income statement was prepared Type of Income statement prepared Worldwide consolidated net income (loss)

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Schedule M-3 Input Screen Input Screen 31.2 (continued)

Accounting standards used for line 4a Net income/loss from Non-includible foreign entities Net income/loss from Non-includible U.S. entities Net income/loss of other foreign disregarded entities Net income/loss of other U.S. disregarded entities Net income/loss of other qualified sub S subsidiaries Adjustment to eliminations of transactions between incredible entities Adjustment to reconcile income statement period to tax year Other adjustments to reconcile to amount on line 11 Income or Loss from Equity Method Foreign Corporations Gross Foreign Dividends Not Previously Taxed Subpart F, QEF, & Similar Income Inclusions Gross Foreign Distributions Previously Taxed Income or Loss from Equity Method US Corporations US Dividends not Eliminated in Tax Consolidation Income or Loss from US Partnerships Income or Loss from Foreign Partnerships Income or Loss from Other Pass-through Entities Items Relating **Reportable Transactions** Worthless Stock Losses Other Income/Loss Items with Differences Other Expense Deduction with Differences

Schedule K-1 Miscellaneous Information Input Screen 36 Final K-1

### Federal Taxes Input Screen 37

Built In Gain (Loss) Code O (Amount & Description)

#### Prior Year Summary (for Comparison) Input Screen 40

Includes summary of all income, deductions, credits, & withholdings for current year to be transferred to prior year screen during Proforma to next year's program