



TTS 2019 Tax Organizer Worksheet

Personal Organizer

This worksheet is help you prepare to fill out our online Tax Organizer.

Personal Information

Name _____ Email Address _____
 Street Address _____ Contact Phone Number _____
 City, State, Zip _____ Social Security Number _____
 County of Residence _____ Birth Date _____
 School District _____

Exemption and Dependent Information

Name	Social Security #	Birth Date	Relationship & months lived w/taxpayer

Marital Status as of Dec 31 of tax year:

Single ___ Married ___ *Separated ___ (date of separation) _____
*If legally separated and filing separately, both spouses must file Married Filing Separate.

Taxpayer occupation _____ Spouse occupation _____

Taxpayer drivers license# _____ Spouse drivers license# _____

Issue date _____ Exp. Date _____ Issue date _____ Exp. Date _____

State of issue _____ State of issue _____



Per Diem Information

NEW TAX LAW DOES NOT PERMIT COMPANY DRIVERS TO DEDUCT PER DIEM

Owner/Operator

<u>Nights in Truck</u>	<u>Days returning home</u>	<u>Days off</u>	= 365 Total Days
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You must have paper copies of your logs. If you are audited, the IRS will want to see those

Did you receive reimbursement for any of the expenses on page 3?

Yearly reimbursement _____

Truck Information

Leased Truck - Yearly Total Payment _____

Leased Trailer - Yearly Total Payment _____

Purchased Truck/Trailer - Yearly Total of Loan Interest Paid _____

Did you purchase a new truck, or trade for a new truck in 2019? Yes _____ No _____

If yes, please provide the bill of sale for that purchase.

If equipment costing over \$500 was purchased in the current year, please list the following information (including; TV, Radio, GPS System, etc.):

Description	Vendor	Purchase Date	Cost



NEW TAX LAW DOES NOT PERMIT COMPANY DRIVERS TO DEDUCT EXPENSES

If you are a member of TAP or TAPApp, you do not have to fill out the deductible amounts on the next page.

Below is a suggested list of deductible trucking items:

Item	Year Total
Accounting Fees	
Air Freshener	
Alarm Clock	
Antennas	
ArmorAll	
Atlas	
Bank/ATM Fee	
Batteries	
Briefcase	
Broom/Dust Pan	
Buffer	
Bunk Heater	
Cab Curtains	
Cab/Bus Fare	
Calculator	
Camera	
CB Radio	
CDL	
Cell Phone Bill	
% Business Use	
Check Cashing Fee	
Cigarette Plug-In	
Circuit Tester	
Cleaning Supplies	
Clipboard	
ComCheck Fees	
Copies	
Crowbar	
De-Icer	
Disinfectant	
Duct Tape	
Electrical Tape	
Ether	
Factoring Fees	
Fax	
First Aid Supplies	

Flashlight	
Floor Mats	
Form 2290 Tax Pd	
Fuel	
Fuel Tax Paid	
Fumigate Trailer	
Gloves – work	
GPS	
Hand Cleaner	
Hangers	
Hard Hat	
Hotel Expense	
Insurance – Health	
Insurance - Trailer	
Insurance - Truck	
Insurance – W/C	
Internet Fees	
Jack Strap	
Lap Desk	
Laundry Bag	
Laundry Expense	
Lease Equip. APU, etc.	
Legal Expense (do not include fines)	
Licenses/Plates	
Load Locks	
Lock	
Log Book/Cover	
Lumper Fees	
Magnifying Glass	
Map Light	
Maps	
Money Order Exp.	
Office Supplies	
Oil Additives	
Paper Towels	
Parking	
Permits	
Physical (DOT)	
Pillow	
Postage	

Power Booster	
Power Cord	
PrePass	
Qualcomm	
Radio (Sirius, XM)	
Rain Gear	
Receipt Book	
Safety Boots	
Safety Clothing	
Safety Glasses	
Scale Tickets	
Seat Covers	
Sheets	
Shift Grip	
Showers	
Sleeping Bag	
Sleeping Fan	
Sunglasses	
Thermal Underwear	
Tie Downs	
Toiletries	
Tolls	
Tools/Equip (under \$500)	
Towels	
Towing	
Trash Bags	
Travel Bag	
Trip Charges	
Truck Cables	
Truck Magazines	
Truck Maint/Repair	
Truck /Trailer Storage	
Truck Washes	
Uniforms (if required)	
Vacuum (portable)	
WD-40	
Window Screen	
Miscellaneous	



- 1 Did you receive any unemployment compensation in 2019? Include 1099-G
- 2 Did you receive any additional misc income (gambling, jury duty, prizes)? Include form
- 3 Did you receive distributions from pensions or a retirement fund? Include 1099-R
- 4 Did you sell any stocks or investments in 2019? Include brokerage statement
- 5 Did you or your spouse receive any social security benefits? Include 1099-R
- 6 If you are a partner or shareholder in any entity, please include the K-1.
- 7 Did you or your spouse pay any student loan interest? Include 1098-E
- 8 Did you pay tuition for you or a dependent in 2019? Include 1098-T
- 9 Did you make a contribution to a Traditional IRA? \$ _____
- 10 Amount of unreimbursed medical bills payments. \$ _____
- 11 Amount, if any, of health insurance premiums paid by you. \$ _____
- 12 Amount of sales tax on any large purchases in 2019. \$ _____
- 13 Amount of vehicle registration paid in 2019 for your personal auto. \$ _____
- 14 Do you own a home? If yes, please include the mortgage interest statement. \$ _____
- 15 Amount of any real estate taxes for your home. \$ _____
- 16 Did you donate any cash or goods to charity? Cash \$ _____ Goods \$ _____
- 17 What did you pay for tax preparation in 2019? \$ _____
- 18 Any childcare expenses in 2019? Name of provider _____ \$ _____
Address _____ SSN/EIN _____
- 19 Did you buy a new home in 2019? If yes, please include the settlement statement.
- 20 Did you rent a home or apartment in 2019? (MAY pertain to your state tax return)
Amount of rent paid \$ _____
Name & address of landlord _____



- 21 If you made federal estimates in 2019: Date _____ Amount _____
Date _____ Amount _____
Date _____ Amount _____
Date _____ Amount _____
- 22 If you made state estimates in 2019: Date _____ Amount _____
Date _____ Amount _____
Date _____ Amount _____
Date _____ Amount _____
- 23 Did you, your spouse and your dependents have health insurance coverage all 12 months of 2019? (includes employer provided coverage, Medicare, Medicaid, VA) Yes _____ No _____
- 24 Were you provided health insurance through your employer? Yes _____ No _____
If yes, was the insurance deduction pre-tax? Yes _____ No _____
- 25 Did you purchase health insurance directly from an insurance company? Yes _____ No _____
- 26 Did you purchase health insurance through the Health Insurance Marketplace? Yes _____ No _____

WE WILL NEED A COPY OF THE 1095 FORM THAT YOU RECEIVED AS PROOF OF INSURANCE. IT WILL BE A 1095-A, 1095-B, OR A 1095-C. THIS IS NEEDED TO COMPLETE THE TAX RETURN.

If you would like your tax refund direct deposited into your bank account, please provide the following:

Client name: _____

Bank Name: _____

Routing number: _____

Account Number: _____

Type of Account: Checking [] Savings []

Upon completion of the tax return, a copy will be sent to your current email address. The e-file signature forms will also be forwarded to you. When we receive the e-file authorization forms, we will e-file the tax return(s).

If you need a paper copy of the tax return(s) mailed to you, please check the box.

[] Please mail my tax package via the United States Postal Service (USPS).

Address if different than tax return: _____

THE INFORMATION CONTAINED HEREIN IS, TO THE BEST OF MY KNOWLEDGE, CORRECT AND COMPLETE. I UNDERSTAND THAT TRUCKER TAX SERVICE, INC. WILL NOT COMPILE MY TAX RETURN UNTIL THIS FORM IS COMPLETED, SIGNED, AND RETURNED WITH ALL MY INCOME STATEMENTS. THERE ARE NO EXCEPTIONS TO THIS POLICY.

Signature _____

Date _____



2019 Engagement Letter

Dear Client:

We would like to thank you for this opportunity to work with you. This letter is to confirm and specify terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2019 federal and state income tax returns from information you furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask your clarification of the information. We will furnish you with questionnaires and worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked.

The standard tax preparation fee is strictly for tax return(s) preparation. If we need to organize individual receipts, or provide any extra service, this will be charged at our normal billing rate of \$75 per hour.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, would any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

Trucker Tax Service, Inc. may, at its option, for any reason, automatically file for an extension on behalf of Client to extend the tax return filing deadline. If Client has not provided all documentation necessary by April 1st for the preceding tax year, Trucker Tax Service, Inc. will most likely file an extension on behalf of Client.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you. You may be charged our normal billing rate of \$75 per hour, and expenses incurred.

Upon your understanding and agreement of this engagement letter, please sign below and return it to our office promptly.

Very truly yours,

James K. O'Donnell
Trucker Tax Service, Inc.

Client Acceptance Signature:

(Taxpayer) _____

Date: _____

(Spouse) _____

Date: _____