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MEMBER
NATIONALSOCIETY
OF ACCOUNTANTS
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OF ACCOUNTANTS

December 31, 2014

Dear Clients

It's time to begin gathering your year-end tax information. To better assist you in gathering the data you will need, we are attaching the 2014 datasheet**.** Please use it and fill it out as accurately as possible as it will aid us in the preparation of your tax return. If you would like the detailed organizer, please email us at midwestbkpg@gmail.com.

We now have a secure client portal available. The portal will contain all tax returns and supporting documents for no more than 3 years. Each taxpayer will have a unique username and password provided when the tax return is completed. As a result, we will be providing CD's or paper copies of the tax returns for a nominal fee.

Once again a new year is behind us and income taxes are coming. In this most unusual tax season of 2015, all Americans will be seeing changes on their tax returns. Congress continues to discuss last minute income tax bills as of the date of this letter, and you can be assured we stay abreast of all the latest changes as they occur!

It's very important to be sure you have all your W-2's and 1099's. Be sure to enclose any mutual funds statements that show the percentages of tax-free income. Missouri and Kansas require verification of these figures and we must use those statements for documentation. One of the hot topics this year is foreign bank accounts. **Please let us know if you have any foreign accounts with a value of over $10,000.**

The 2014 Mileage rates are:

Business mileage is **56 cents** per mile,
Medical and moving are **23.5 cents** per mile
Charitable remains at **14 cents** per mile

The 2014 Gift tax exclusion **remains at $14,000** per person per year.

There are heightened substantiation rules for gifts to charities and reform of the rules for donations of clothing and household items. IRS is now **requiring receipts for all charitable contributions over $250** taken on the income tax return.

The child tax credit is $1,000.00 tax credit per child under the age of 17. As in the past, we will need to have the exact date of birth for all dependents. College tuition credits are still available so be sure to include the tuition paid in 2013.

All Americans will be affected in some manner by the Affordable Care Act from 2010 (some people call it Obamacare) 5 new tax forms were released by the IRS as a result of this act for 2014. If you received a **Form 1095** from any issuer or agency, we **MUST** have all copies to prepare your tax return. If you did not receive a 1095, we must ask you a number of additional questions about insurance coverage so that we can help you avoid any penalties for failure to have health insurance.

If you are in what the press has called the 2% club, be aware that the rest of America will soon be joining you! When the surtaxes on this group of Americans were passed, Congress purposefully did not adjust the thresholds for inflation, and in 6 years, over 50% of all Americans will pay these surtaxes based on estimated inflation rates. Begin planning now whether you are a 2% club member or not by -in order- maximizing 401-k contributions; utilizing employer-sponsored cafeteria plans to their fullest limit; investigating and using employer sponsored fringe benefits such as child care and education; turn in job expenses for reimbursement; and consider your marital status as your income increases because of the incredible marital penalty built in to the surtaxes.

There are several deductions that expired on 12/31/13 – we may still ask for that information as Congress has not yet made any decisions

Remember to take your time completing the information. Please feel free to call us with any questions. Our office hours, beginning January 21, 2014 are 8:00-5:00 Monday thru Friday, and 9:00-12:00 on Saturdays. Some after-hours appointments are available. Please call 816-356-4500 for information.

It is the policy of Midwest Bookkeeping & Tax Service to the handle the information you provide us with the utmost confidentiality and care. We restrict access to nonpublic personal information about you to members of our firm who need to know this information in order to complete the work you have hired our firm to do. We will not disclose your personal and confidential information to outside of our firm without your express written permission to do so. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

We appreciate your patronage and look forward to serving you again this year.

Midwest Bkpg & Tax Service

CONFIDENTIAL INFORMATION FOR PREPARING INCOME TAX RETURNS

Contact Information:

Taxpayer ______ SS No ______ Birth date ______

Spouse ______ SS No ______ Birth date ______

Address: ______ Home Phone ______

______ Work Phone (taxpayer` ______

______ Work Phone (spouse) ______

E-Mail (taxpayer) ______ Cell Phone (taxpayer) ______

E-Mail (spouse) ______ Cell Phone (spouse)

Occupation: Taxpayer ______ Spouse ______

Filing Status: Check One

- [ ] Single
- [ ] Married Filing Joint
- [ ] Head of Household
- [ ] Surviving Widow/Widower
- [ ] Married Filing Separately *(enter spouse name and SS No above)*

Dependents: Children/Parents who lived with you and received more than half of their support from you.

in Name	Birth date	Social Security Number	Relationship	Number of months lived your Home in 2014

Questionnaire: The questions below may lead to helpful deductions. Please answer and provide supporting information.

<u>All questions pertain to the year 2014.</u>

YES	NO	
		Did you receive any employer-provided educational assistance? ______
		Did you make energy improvements on your home? Please provide details.
		Did you refinance or borrow on home equity?
		Did your parents add you to the deed on their home this year?
		Did you **withdraw IRA or Keogh funds** during the year? Please indicate the amount of funds:
		Withdrawn: $______ Date: ______ Re-deposit: $______ Date: ______
		Were the funds used to pay medical expenses?
		If you are **self employed,** did you pay health insurance premiums for yourself and your family?
		Did you **pay alimony**? Paid to: ______
		SS No ______ Amount Pd: $______
		Did you incur any **educational expenses** on behalf of yourself, your spouse, or a dependent?
		Did your college student receive educational benefits under a **prepaid tuition program**?
		If you are an **educator,** did you have un-reimbursed work-related expenses? Amount: $______
		Do you have any worthless stocks or bonds? (example General Motors)
		Have you ever qualified for the **Earned Income Tax Credit?**
		Did you have Health Insurance for you, spouse and dependents for the entire year?

REMEMBER!!! It is important to get this to us promptly but it's far more important for it to be complete when we receive it. Take your time, complete it before you bring it in. There will be an additional charge for any returns that have to be reworked due to your request for changes that were not originally supplied to us. When complete please mail or bring to us.

To the best of my knowledge the enclosed information is correct and includes all income deductions and other information necessary for the preparation of this year's income tax returns for which I have adequate contemporaneous records.

Sign ______________________________ Date ______

SALARIES, WAGES, COMMISSIONS

Attach **ALL** copies of each W-2 or 1099 forms

UNEMPLOYMENT BENEFITS

Attach copies furnished by Unemployment office

CAPITAL GAINS & LOSSES

Attach schedules

DIVIDEND INCOME

Attach **ALL** dividend statement received

TAXABLE INTEREST INCOME:

Attach **ALL** Interest Statements Received.

Received from Seller-Financed Mortgages:

Paid by: ______ $______

Payer's SSN ______

Other Interest Income:

Paid by: ______ $______

Paid by: ______ $______

List Additional Interest on Reverse tax-exempt Interest (information only)

SOCIAL SECURITY BENEFITS

Please attach the statement the Social Security office sends to you in January reporting these amounts

GAMBLING ACTIVITIES

Did you have winnings from any form of gambling? Give details on back of form and attach all forms received related to winnings $______

Total expenses related to winnings $______

Total 2013 gambling losses you can document $______

SELLING PERSONAL RESIDENCE

Did you sell your personal residence this year? If so, please give details of the purchase of old residence and purchase of a new residence, if any.

EDUCATION CREDITS

Name of Student ______

Name of Institution ______

Completed first 2 years of undergraduate studies? ______

Attended school on at least half basis in 2013? ______

Enrolled in degree or certificate program? ______

Convicted of felony possession or distribution of controlled substance in 2013?

Amount of Tuition, lab fees, course expenses $______

(do not include room, board, student fees, travel, insurance & books)

Date Expenses Paid: ______

Amount of scholarships or fellowships not required to be included in income ______

MISCELLANEOUS INCOME:

Enter Gross Receipts Only. On some items we will need more information, so please list additional data on a separate paper

State Income Tax Refund	$
Alimony Received	$
Foreign Gifts in Excess of $14,375	$
Partnership/Estates/Trusts	$
(furnish K-1's or details)	
Farm Income(attach list of income/exp)	$
Jury Duty Fees	$
Mileage Allowance	$
IRA/Keogh Plan Distr. (Circle One)	$
IRA Rollover	$
Other Pension or Annuity Income	$
Prizes/Awards, won or received	$
Tips not shown on W-2 form	$
Gain or Loss on sale of Asset	$
Other, list on separate sheet	$

IMPORTANT! If your work **Required** you to have an office and you use part of your residence for your **Primary** office, it may be possible to deduct some of what you paid Rent, Utilities, Telephone, Repairs, Trash, and Insurance. Or, if you own , we need the cost of the residence, total Sq Feet & Sq Footage used for business purposes. This deduction is allowable **ONLY** when the portion of your residence is used **Exclusively & on a regular basis** for your trade or business. Use a separate sheet to list all such information.

If we did not prepare your 2013 Income Taxes, be sure to enclose your copies of those returns. We will return them to you when we have completed your income taxes.

When complete, mail or bring to:

MIDWEST BOOKKEEPING & TAX SERVICE

10100 E. 65th St.

Raytown, MO 64133

Phone (816)356-4500 Fax (816)356-1030

midwestbkpg@gmail.com

OFFICE HOURS - Beginning January 26, 2015

Monday-Friday 8:00 to 5:00

Saturday 9:00 to 12:00

Drop off anytime during regular business hours or call for an appointment.

ADJUSTMENTS TO INCOME AND OTHER DEDUCTIONS

MEDICAL EXPENSES: Total all hospital, doctor, nurse bills & list only the net amount paid by you, after deducting **Insurance reimbursements.**

Medical/Dental Insurance premiums $
Long Term Care Insurance $
Prescriptions $
Doctors, Dentists, Hospital, Ambulance Fees $
Medical Mileage - Number of Miles
Lodging, to obtain Medical Aid $
Dentures, Eyeglasses, and repairs to $
Other, please list on separate sheet $

TAXES PAID

Real Estate - City and County $
Personal Property - City and County $
2012 Fed.Inc.Tax Paid in 2014 $
2012 State Inc.Tax Paid in 2014 $
2012 City E-Tax Paid in 2013 $

Estimated Taxes	Federal	State
1st Qtr 4/15/14	$	$
2nd Qtr 6/15/14	$	$
3rd Qtr 9/15/14	$	$
4th Qtr 1/15/15	$	$

INTEREST PAID Residential Mortgage Interest

Financial Institution $
Individuals(list name,address,SS#) $

Home Equity Loan $
Investment Loans $
Other(Itemize) $
$

CONTRIBUTIONS

Cash contributions(any one contribution of $250 or more must have a receipt from the receiving organization)

Please list to whom & how much
$
$

All other **CASH** contributions $
Use of Auto for Charity, list number of miles
Contributions **OTHER THAN CASH** (attach receipts)
$
$
Other, list on separate sheet $

MISCELLANEOUS DEDUCTIONS

Tax Preparation Fees $
Rent on Safe Deposit Box $
Professional/Union Dues $
Educational Expense required for work $
Mileage to second job
Business Publications/Dues $
Physical Exam required for work $
Uniform Expense required by employer $
Investment Expenses $
Telephone, Bus use only(Base fee for one phone not allowed) $
Job Search Expenses $
Hand Tools of my trade $
Safety Equipment FOR WORK ONLY $
Protective Clothing FOR WORK ONLY $
Clean & Repair Protective Clothes $
Investment in IRA for YOU $
Investment in IRA for YOUR SPOUSE $
Investment in **ROTH** IRA for YOU $
Invest in **ROTH** IRA for YOUR SPOUSE $

Child & Disabled Dependent Care:

Name & Address of Care Provider, I.D.#(Soc.Sec.# or Fed.I.D.#) and the amount paid each.
$
$

EMPLOYEE BUSINESS EXPENSE

Airfare	$	Telephone	$
Meals	$	Road Tolls	$
Hotel/Motel	$	Auto Rentals	$
Parking	$	Taxi, Subway	$
Postage	$	Entertainment	$

Other $
Other $

If you use your personal auto in your work, **EXCLUDING** commuting to & from work, you may be entitled to a tax deduction for its business use. So - give us a detail of the operating expenses and Total actual miles.

Number of miles driven
Number Commuting miles driven
Number of Business miles driven
Amount Reimbursed by Employer
Do you have another vehicle available for personal use?
Do you have **adequate** record or sufficient **WRITTEN EVIDENCE** to justify the deductions?

BUSINESS INCOME AND EXPENSES: Name of Business

Did you participate in the daily operation of this business? If not, how many hours did you participate in 2013?

Gross Sales/Receipts	$	Office Expense	$	Dues and Publications	$
Commissions/Other Income	$	Rent	$	Freight	$
Beginning Inventory	$	Repairs	$	Insurance	$
Ending Inventory	$	Supplies	$	Interest	$
Merchandise Purchased	$	Taxes	$	Laundry & Cleaning	$
Advertising Expense	$	Travel Expense	$	Wages Paid	$
Bank Service Charges	$	Utilities & Telephone	$	Commissions Paid	$
Legal & Professional Services	$			Bad Debts from sales(included above)	$
Meals & Ent(100% of cost)	$			Other Expenses (Specify)	$
Mdse. Withdrawn for personal use	$			Car and Truck Expenses	$
Other Expenses (Specify)		$			$

RENT AND ROYALTY INCOME AND EXPENSES

	DESCRIPTION OF PROPERTY	LOCATION	DATE ACQ
A			
B			
C			
D			

Did you or a member of your family occupy any of the rental property listed above for more than the greater of 14 days or 10% of the total days rented at fair rental value during the year?

Did you actively participate in the operation of each property during the tax year?

		A	B	C	D
INCOME	Rents Received				
	Royalties Received				
EXPENSES	Advertising				
	Auto/Travel				
	Cleaning/Maintenance				
	Insurance				
	Mortgage Interest				
	Other Interest				
	Repairs				
	Supplies				
	Taxes				
	Utilities				