

Items to Note (1040)

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 proformaed 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.

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

During the conversion process, the following Form 1040 carryover information will NOT be converted to your 2018 PTO data files. To ensure your calculated carryover data is transferred (via the Proforma process) to the 2019 PTO Tax program, manually enter these items in your 2019 converted data files, once the Proforma process of transferring from 2018 to 2019 is complete.

- Suspended losses (Passive & Non-Passive) from Schedules: C, E, F, K-1 Par, K-1 Scorp, K-1 Fid.
- Capital Loss Carryovers & Net Sections 1231 Loss carryovers.
- Penalty Calculation: 2018 Tax Liability & AGI
- NOL's
- Foreign Tax Credit Carryovers
- Business Use of Home Carryovers
- Adoption Credit Carryovers
- Charitable Contribution Carryovers
- All IRA basis carryover amounts
- State Tax Refund Carryovers
- All State related Carryover items
- Overpayment applied to 2019
- All General Business Credit Carryovers
- Form 8801 Carryover items
- Investment Interest Carryovers
- Installment Sale Information
- Any estimated tax payments made for 2019

NOTES: Be sure to pay close attention to the Depreciation area of the conversion. Also, please note that we were NOT able to convert the Prior Year Summary area, and we don't expect you to manually re-enter this information. (The conversion process is a one-year process, so you will have a Prior Year Summary in subsequent years, but not in the year of the conversion).

Items noted in **RED** do not convert and will require manual input. The note will provide the input screen number in PTO where to enter the amount. Consult the Contents screen for screen number and name for

Individual Converted Items (1040)

The **underlined and bold** titles in the following list correspond to the titles on the Contents screen in the PTO Tax program.

Client Information Screen 1

Filing Status
Taxpayer Information
Spouse Information
Dependency Status
Blind Designation
Taxpayer Authentication
Spouse Authentication

Dependent Information Input Screen 2

Dependent Information
Required Dependent Information: Claiming Dependent Exemption, EIC Qualifications, Dependent Child Care, Dependent with ITIN (Special Circumstances)

Miscellaneous Information/Direct Deposit Input Screen 3

Presidential Campaign
Designee Information
Financial Institution Information
Electronic Payment

Estimated Tax Payments Input Screen 6

Overpayment applied
Estimated tax payments (vouchers 1 – 4)

Current Year Estimates/W-4 Input Screen 7

Apply Overpayment to Next Year
Estimate options
W-4 – Taxpayer, Spouse or both
1=claim an allowance for yourself, 2=suppress
1=meet condition for additional allowance, 2=suppress
1=claim spouse, 2=suppress
W-4 taxpayer: 1=single, 2=married, 3=married but withhold at single rate

Penalties & Interest (2210) Input Screen 8

Form 2210 options
1=Form 2210F

Wages, Salaries, Tips Input Screen 10

Wages, salaries and other related Information
Employer information
Employee information (if different)

Interest Income Input Screen 11

1099-Int information
Seller-Financed Mortgage – Information needed
Name of Foreign County
Foreign Taxes Paid

Interest in our authority over foreign account
Name of foreign country (if TDF 90-22.1 required)
Grantor/transferor/distribution from foreign trust

Dividend Income Input Screen 12

1099-Div which includes ordinary dividends, cap gain dist., tax-exempt bonds, taxes withheld
Information on Foreign Taxes
Category of income

Pensions, IRA Distributions/Roth Other Deferrals Input Screen 13.1

Pension, IRA Distributions Information from 1099R
Traditional/Sep/Simple IRA Report on Form 8606
Disability Payments

Gambling Winnings Input Screen 13.2

Gambling Winnings
Payer Information
Recipient Information

Miscellaneous Income Input Screen 14.1

Social Security Benefits (SSA-1099 box 5)
Medicare premiums paid
Lump-sum election for SS benefits (taxpayer & spouse)
Tier 1 RR benefits (taxpayer & spouse)
Income subject to self-employment tax (taxpayer & spouse)
Alimony Received (taxpayer & spouse)
Taxable scholarships and fellowships (taxpayer & spouse)
Income subject to self-employment tax (taxpayer & spouse)
Other Income (taxpayer & spouse)
Federal income tax withheld (not reported elsewhere)
Payer Information, including state
Recipient information (if different)
Account number
FATCA filing requirement

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

Income tax refunds, if itemized last year (taxpayer & spouse)
Payer Information
Spouse
Total Received
Unemployment Compensation: Total received
State/Local: Income Tax Refunds, Credits, or Offsets
Taxable Grants: Federal taxable amount
Federal income tax withheld
Agriculture Payments
State Income Tax Withheld
Payer's state identification number

Business Income (Schedule C) Input Screen 16

Principal business/profession & Business Code
Employer ID Number
Business Name & Address
Foreign Address
Accounting Method
Inventory Method
1=Spouse, 2=Joint

Schedule C-EZ: 1=When Applicable, 2=Suppress

Gross Receipts and Sales

Returns and Allowances

Other Income

Inventory at beginning of the year

Purchases

Cost of labor

Materials and supplies

Other cost

Inventory at the end of the year

Advertising

Car and truck expenses

Commissions

Contract labor

Employee benefit programs

Insurance (other than health)

Interest: mortgage - banks, etc. (1098)

Interest: other

Legal and professional

Office expenses

Pension and profit sharing plans: Contributions

Rent or Lease: Vehicles, machinery, equipment

Rent or Lease: Other

Repairs

Supplies

Real estate taxes

Travel

Meals and entertainment in full

Utilities

Wages: Total wages

Other Expenses

Clergy Sch C checkbox

Disposition (Schedule D, 4797, Etc.) Input Screen 17

(Please note, we only convert 8824 and some 6252 transactions)

Description of Property

Date Acquired

Date Sold

1=Taxpayer, 2=Spouse, Blank=Joint

Sales Price

Prior Year Installment Sale: Gross Profit Ratio

Prior Years' Payments

Ordinary Income (-1 if None, Triggers 4797)

Like-kind Property Received: Description

Like-kind Property Received: Date Property Identified & Received

Related Party Information

Rental & Royalty Income (Schedule E) Input Screen 18

Description of property & Address

Foreign address

Type of Property

1=Spouse, 2=Joint

Qualified joint venture

Nonpassive activity

Real estate professional
Rents or Royalties Received
Advertising
Auto and Travel
Cleaning and maintenance
Commissions
Insurance [except PMI]
Legal and professional fees
Management fees
Interest: Mortgage - banks, etc. (1098)
Interest: Other
Repairs
Supplies
Taxes: Real estate
Utilities
Other Expenses

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

Farm description
EIN
Farm general information
1=Spouse, 2=Joint
Did Not Materially participate (Sch F only)
Real estate professional (4835 only)
Delete this year, delete next year
Cash Method: Sale of livestock and other resale items
Cash Method: Cost or basis livestock or other resale items
Cash Method: Sales of products raised
Accrual Method: Sales of livestock, produce, etc.
Accrual Method: Cost of livestock, etc purchased
Accrual Method: Ending inventory of livestock, etc.
Total & Taxable cooperative distributions
Total & Taxable agricultural program payments
Commodity credit loans reported under election
Total & Taxable commodity credit loans forfeited or repaid
Total & Taxable crop insurance proceeds received in current year
Taxable crop insurance proceeds deferred from prior year
Custom hire income
Other income
Car and truck expenses
Chemicals
Conservation Expenses: Current year
Custom hire (machine work)
Employee benefit programs
Feed purchased
Fertilizers and lime
Freight and trucking
Gasoline, fuel, oil
Insurance (other than health)
Interest: Mortgage - Banks, etc (1098)
Interest: Other
Labor hired
Pension and Profit Sharing Plans: Contributions
Rent or Lease: Vehicles, machinery, equipment

Rent or Lease: Other (land, animals, etc.)
Repairs and maintenance
Seeds and plants purchased
Storage and warehousing
Supplies purchased
Taxes
Utilities
Veterinary, breeding, and medicine
Other expenses

Partnership Information Passthrough Input Screen 20.1

Name of Partnership, Address & EIN
Publicly traded partnership
Foreign partnership
1=Spouse, 2=Joint
Not a passive activity
Actively participated in real estate
Real estate professional

S Corporation Information Passthrough Input Screen 20.2

Name of S corporation, Address & EIN
1= Spouse, 2=Joint
Not a passive activity
Actively participated in real estate
Real estate professional

Estate and Trust Information Passthrough K-1 Input Screen 20.3

Name of estate or trust, EIN & Address
1=Spouse, 2=Joint
Not a passive activity
Actively participated in real estate
Real estate professional

REMIC Information Passthrough K-1 Input Screen 20.4

REMIC Information

Name of REMIC & EIN
1=Spouse, 2=Joint

Depreciation (4562) Input Screen 22

All taxpayer activities are within Gulf Opportunity Zone
Description of Property
Form
Activity Name or Number
Date Placed in Service
Gulf Opportunity Zone Asset
Special Depreciation Allowance
Cost or Basis
Current Section 179 Expense
Method
Life or Class Life (Recovery Period Automatic)
1=Half-Year, 2=Mid-Quarter (1st Year Automatic) *
Amortization Code Section
Current Special Depreciation Allowance (-1 if None)
Current Depreciation (-1 if none)

Prior Section 179 Expense
Prior Special Depreciation Allowance
Prior Depreciation / Amortization
Salvage Value
AMT: Class Life (post-1986)
AMT: Prior Depreciation (MACRS only)
Book Depreciation: Method
Book Depreciation: Life or Class Life (Recovery Period Automatic)
Book Depreciation: Current Depreciation (-1 if none)
Book Depreciation: Prior Depreciation
Book Depreciation: Salvage Value
State Depreciation: Current Section 179 Expense
State Depreciation: Method
State Depreciation: Life or Class Life (Recovery Period Automatic)
State Depreciation: Current Special Depreciation Allowance (-1 if None)
State Depreciation: Current Depreciation (-1 if none)
State Depreciation: Prior Section 179 Expense
State Depreciation: Prior Special Depreciation Allowance
State Depreciation: Prior Depreciation / Amortization
State Depreciation: Salvage Value
Percentage of Business Use
1=IRS tables, 2=DB/SL Formula (MACRS only)
Qualified Indian Reservation Property
Listed Property
Date Sold or Disposed of (m/d/y or -m/d/y)
Sales Price (-1 if None)
Expenses of Sale

* 1=half-year; 2=mid-qtr - The conversion defaults to half-year for all assets unless you use the override.

Note: You should print the current year Drake Depreciation Schedules when reviewing the accuracy of the depreciation conversion.

Adjustments to Income Input Screen 24

IRA Contributions (taxpayer & spouse)
1=covered by employer plan, 2=not covered
8606: 1=not filing with Form 1040, 2=force
Roth IRA Contributions (taxpayer & spouse)
Basis in Roth contributions as of 12/31/13 (taxpayer & spouse)
Basis in Roth conversions as of 12/31/13 (taxpayer & spouse)
Total qualified student loan interest paid (taxpayer & spouse)
Alimony (Taxpayer & Spouse) – Recipients Name, SSN, & Amount Paid
Other Adjustments

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
Cash Contributions
Miscellaneous Deductions (2%)

Business Use of Home (8829) Input Screen 29

Form & Activity number
Business Use Area, Total Area of Home
Day Care Facilities Information

Direct Expenses
Indirect Expenses

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 and Average Daily Round-Trip Commute
Business Income and Expenses
Reimbursements
Listed Property Information
Automobile Expenses

Foreign Income Exclusion (2555) Input Screen 31

Spouse
Taxpayer or Spouse - Address
Employer – Name, Address US and/or Foreign
Type
Enter last year (After '81) Form 2555 was filed
Type of exclusion revoked
Tax year revocation was effective
Country of citizenship (if not U.S.)
City and country of separate foreign address
Number of days during tax year of separate foreign address
Tax home(s) during tax year
Date tax home(s) were established
Form 2555-EZ: 1=When Applicable, 2=Suppress
Travel - Date Arrived, Date Left, Days in US on Business and Income Earned in US
Beginning & Ending date for bona fide residence
Living quarters in foreign country
Relationship (if applicable) (Family Living Abroad)
Period family living abroad (if applicable)
Submitted statement of non-residency to country where claiming bona fide residence
Required to pay income tax to country of bona fide residence
Contractual terms relating to length of employment abroad
Type of visa you entered foreign county under
Explanation why visa limited stay or employment in country
Address of home in U.S. maintained while living abroad
US home rented
Names of occupants in U.S. home (if applicable)
Relationship (of occupants in U.S. home)
Physical Presence Test - Beginning date & Ending date
Principal country of employment
Qualified housing expenses
Location
Foreign Wages, tips, other compensation
Home (lodging)
Meals
Car
Other properties/facilities
Cost of living & overseas differential
Family
Education
Home leave
Other purposes
Other foreign income

Business (including farming) or professional
Partnership name and income

HSA/MSA/LTC Contracts (8853) Input Screen 32

HSA (8889) Type of coverage: 1=Self-Only, 2=Family
LTC (8853) Name of insured & SSN
Other individuals received payments for insured
Insured is terminally ill

Dependent Care Credit (2441) Input Screen 33

Persons Qualifying for Dependent Care Credit – Name & SSN, Expenses
Forfeited expenses in 2013
Organizations Providing Dependent Care
Organization/Person Providing Care – SSN/EIN, Name, Address, Amount Paid
Identification number is SSN (EF only)

General Business & Vehicle Credits Input Screen 34

Small Employer Health (8941) - Employee Name or ID
Small Employer Health (8941) - Wages Paid
Market Identifier
Filed Form 8941 check box

Does Not Cover: 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
Other deductions
Itemized deductions not directly allocable

Adoption Credit (8839) Input Screen 37

Name, ID, and Date of Birth
Born before 1994 and was disabled
Special needs child
Foreign child
Prior Year: Limited qualified adoption expenses
Prior Year: Limited employer provided benefits

EIC, Residential Energy, Other Credits Screen 38.2

Residential Energy Credits (5695) – Qualified fuel cell installed, Credit claimed in 2006-2018, Exterior window costs
Mortgage Credit Certificate: Name of issuer
Mortgage Credit Certificate: Certificate number
Mortgage Credit Certificate: Issue date
Mortgage Credit Certificate: Interest paid on certified indebtedness
Mortgage Credit Certificate: Certificate credit rate

Household Employment Taxes (Schedule H) Input Screen 42

NOTE: Only one copy will convert
Employer identification number
1=Spouse, 2=Joint
Paid any one employee cash wages of \$1,800 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
Paid Total cash Wages of \$1,000 or More in Any Calendar Quarter of 2nd 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 4/15/YY
All wages taxable for FUTA were also taxable for state unemployment
Name of state (primary & secondary where unemployment is paid)

Tax for Children Under 18 (8615) Input Screen 43

Parent's Name and SSN

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

Child's Name and SSN
Banks, credit unions, etc
Total municipal bonds
Nominee distribution
Accrued interest
OID adjustment
ABP adjustment
Interest in or authority over foreign account
Name of foreign country
Grantor/Transferor or Received Distribution from Foreign Trust
Post 8/7/86 private activity bond interest
Total ordinary dividends
Total capital gain distributions
Nominee: Ordinary dividends
Nominee: Capital gain distributions

Other Taxes Input Screen 45

Exempt and filed Form 4361 (taxpayer & spouse)
Exempt and Filed Form 4029 (taxpayer & spouse)
1=force Schedule SE, 2=when applicable
Form 8960: Election made under Section 14.144-10g

Injured Claim and Allocation (8379) Input Screen 71

Injured Spouse: 1=Taxpayer, 2=Spouse
Refund Check Payable to Injured Only
Main home was in a community property state
Name of community property state(s)

Corporation Converted Items (1120)

The **underlined and bolded** titles in the following list correspond to the titles on the Contents screen of the PTO tax program.

Client Information Input Screen 1

Corporation *General Information*

Preparation Fee

Fiscal Year End

52/53 week

Business Code

Business Activity

Product or Service

Accounting Method

Number of Shareholders

Officer Information Input Screen 2

Officer Information

US & Foreign Address

% of time devoted to business

% of common stock owned

% of preferred stock owned

Miscellaneous/Other Information Input Screen 4.1

Mark as Initial Return or Final or both

Allow Preparer/IRS Discussion

Qualified personal service corporation

Nonqualified personal service corporation

Consolidated return

Percentage owned by foreign person

Foreign owner's country

Parent Name & ID Number

Name of Bank

Direct deposit of refund

Routing Number & Depositor Account Number

Type of Account: 1=Checking, 2=Savings

Invoice, Letter, Filing Instructions Input Screen 5.1

Preparer Fee

Salutation

20% or 50% Direct/Indirect Owners Input Screen 6

Owner General Information

Country of citizenship/organization

% of common stock owned

% of constructively owned, if different

% of preferred stock owned

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

Name

Federal Identification Number

Country of incorporation/organization

Controlled Groups (Schedule O) Input Screen 9

Type of controlled group

Name & ID number

Estimated Tax Input Screen 10

Overpayment Applied from Prior Year

Current Year Estimated Payments
Credit to Next Year
Rounding

Penalties and Interest Input Screen 11

Large Corporation
Optional annualized methods

Income Input Screen 13

Interest income
Other income

Cost of Goods Sold 1125-A Input Screen 14

Additional Section 263A Costs
Other Costs
Ending Inventory
Inventory Method
Rules of Section 263A Apply

Dispositions (Schedule D, 4797, etc.) Input Screen 15
(Please note, we only convert 8824 and some 6252 transactions)

Description of Property
Date Acquired
Date Sold
Prior Year Installment Sale: Prior Years' Payments
Ordinary Income (-1 if None, Triggers 4797)
Like-kind Property Given Up: Description
Like-kind Property Given Up: Date Property Acquired & Transferred
Like-kind Property Received: Description
Like-kind Property Received: Date Property Identified & Received
Related Party Information

K-1 Information Input Screen 16

Name of K-1 entity
Employer identification number

Farm Activities Input Screen 17

Ending Inventory for accrual
Specified Other Income
Taxes
Other Expenses

Deductions Input Screen 20

Cash Contributions
Other Deductions

Depreciation (4562) Misc/Short Year Input Screen 21

All taxpayer activities are within Gulf Opportunity Zone
Description of Property
Form
Activity Name or Number (e.g., 3=3rd rental)
Date Placed in Service
Cost or Basis
Current Section 179 Expense
Method
Gulf Opportunity Zone Asset 1=yes 2=no
Special Depreciation Allowance 1=yes 2=no
Life or Class Life (Recovery Period Automatic)
1=Half-Year, 2=Mid-Quarter (1st Year Automatic)
Amortization Code Section
Current Special Depreciation Allowance (-1 if None)

Current Depreciation (-1 if none)
Prior Section 179 Expense
Prior Special Depreciation Allowance
Prior Depreciation / Amortization
Salvage Value
AMT: Class Life (post-1986)
AMT: Prior Depreciation (MACRS only)
State Depreciation: Current Section 179 Expense
State Depreciation: Method
State Depreciation: Life or Class Life (Recovery Period Automatic)
State Depreciation: Current Special Depreciation Allowance (-1 if None)
State Depreciation: Current Depreciation (-1 if none)
State Depreciation: Prior Section 179 Expense
State Depreciation: Prior Special Depreciation Allowance
State Depreciation: Prior Depreciation / Amortization
State Depreciation: Salvage Value
Book Depreciation: Method
Book Depreciation: Life or Class Life (Recovery Period Automatic)
Book Depreciation: Current Depreciation (-1 if none)
Book Depreciation: Prior Depreciation
Book Depreciation: Salvage Value
1=DB to SL if Greater (Non-recovery Property Only)
Percentage of Business Use
Date Sold or Disposed of
Sales Price (-1 if None)
Expenses of Sale

Note: You should print the current year Drake Depreciation Schedules when reviewing the accuracy of the Depreciation Conversion.

Noncash Contributions Input Screen 24

Donee: Name of charitable organization & Address

Increasing Research Activities (6765) Input Screen 28

Electing alternative simplified
Electing reduced credit (Section 280C)
Eligible small business

New Markets Credit (Form 8874) Input Screen 28

Community Development Entity: Name, Address & FEIN
Date of initial investment
Qualified entity investment

Low Sulfur Diesel Fuel Production Credit (Form 8896) Input Screen 28

Total credits allowed in prior tax years

Qualified Railroad Track Maintenance Credit (Form 8900) Input Screen 28

Miles of track: Total owned or leased
Miles of track: Assigned to taxpayer

Energy Efficient Appliance Credit (Form 8909) Input Screen 28

Dishwashers produced (current year Types A, B & C)
Clothes washers produced (current year Type A)
Refrigerators produced (current year Types A & B)

Small Business Health Insurance 8941 Input Screen 28

Name or ID
Wages paid
Eligible to claim credit

Schedule A (8609) / LIH Recapture (8611) Input Screen 28

Building ID Number & Address
Date Placed in Service (m/d/y)

Corporation does not have Form 8609
Building qualified as part of a low-income housing project and met section 42 requirements
Decrease in the Building's Qualified Basis for This Tax Year
Imputed Basis is Zero
Eligible Basis from Form 8609, Part II, Line 7b
Number of Low-Income Units
Total Number of Units
Low-Income Floor Space
Total Floor Space
Low-Income Portion
Maximum Housing Credit Available from Form 8609, Part I, Line 1b

Does Not Cover: 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

Form 1118 Sch H Input Screen 30

Product line 1 SIC code
Product line 2 SIC code

Credit to Holders of Tax Credit Bonds (Form 8912) Input Screen 31

Issuer's name & EIN
Unique identifier

Schedule PH Input Screen 34

Amounts Excluded Under Section 543(a)(1)(A), 543(a)(1)(B), 543(a)(1)(C)
Less Adjustments Described in Section 543(b)(2)(A)
War Profits and Excess Profits Taxes not Deducted
Kind of property
Date acquired
Cost or basis
Repairs, insurance and other expenses

Balance Sheet (Assets)-Beginning & Ending Amounts 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 Shareholders
Mortgage and Real Estate Loans
Other Investments
Buildings and Other Depreciable Assets
Less Accumulated Depreciation
Depletable Assets
Less Accumulated Depletion
Land (Net of any Amortization)
Intangible Assets
Less Accumulated Amortization
Other Assets

Balance Sheet (Liabilities and Capital)-Beginning & Ending Amounts Input Screen 37

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

Additional Paid-in Capital
Retained Earnings: Appropriated
Retained Earnings: Unappropriated
Less Cost of Treasury Stock

Balance Sheet Miscellaneous Input Screen 38

Balance Sheet, M-1, M-2: 1=force, 2=suppress

Schedule M-1, M-3 Input Screen 39

Income Subject to Tax not Recorded on Books
Expenses on Books not Included on This Return: Other
Income on Books not Included on This Return: Other
Deductions not Charged Against Book Income: Other
Corporation is a dormant subsidiary
Type of Income Statement Prepared (see table)
Any of Corporation's Voting Common Stock is Publicly Traded
Symbol of primary U.S. publicly traded voting common stock
Stock's CUSIP number
Items Relating to Reportable Transactions
Worthless Stock Transactions (Sch 3)
Other Income / Loss Items with Differences (Sch 3)
Research and development costs
Section 118 exclusion
Other expense/deduction items with differences
Other items with differences

Schedule M-2 Input Screen 40

Other Increases
Other Decreases

Homeowner's Association (1120-H) Input Screen 54

Type of association

Information Return of U.S. Filer Input Screen 63

Employer Identification Number

S Corporation Converted Items (1120S)

The **underlined and bolded** titles in the following list correspond to the titles on the Contents screen of the PTO tax program.

Client Information Input Screen 1

S Corporation General Information
Fiscal Year End
Date Incorporated
Date of Election of SCorp
Where Incorporated
Business Code
Business Activity
Product or Service
Accounting Method
State of Incorporation

Officer Information Input Screen 2

Officer Information
% of Common Stock Owned
Participation Time

Misc. Info., Other Info., Amended Return, Schedule N Input Screen 3.1

Title of Signing Officer
Allow Preparer Discussion: 1=Yes, 2=No, 3=Blank
Final Return
20% Direct or 50% Direct/Indirect Owned Entities
Shareholder was a disregarded entity, a trust, an estate, or a nominee or similar person
Issued OID Debt Instruments
Accumulated Earnings and Profits at Year End
Total Receipts/Assets Less than \$25,000 at Year End
Direct Deposit of Refund
Name of Bank
Routing Number & Depositor Account Number
Type of Account

Invoice, Letters, Filing Instructions Input Screen 4.1

Client Letter Salutation
K-1 Transmittal Letter Signature
Prior Year Preparation Fee

Shareholder Information Input Screen 5

Shareholder Information
% of Stock Owned

Stock Ownership Input Screen 6

Shareholder Name
Number of Shares Owned at Year End
% of Stock Owned at Year End

Estimates Input Screen 10

Overpayment Applied From Prior Year
1st Through 4th Quarter Estimates
Credit to Next Year
Rounding: 2=\$10, 4=\$1,000

Penalties and Interest Input Screen 11

Prior Year Excess Net Passive Income Tax (-1 if None)

Extension of Time to File (7004) Input Screen 12

Qualifies under Reg. 1.6081-5

Income Input Screen 13

Other Income

Cost of Goods Sold (1125-A A) Input Screen 14

Additional Section 263A Costs

Depreciation (Federal)

Other Costs

Ending Inventory

Inventory Method

Rules of Section 263A Apply

Deductions Input Screen 15

Other Taxes

Other Deductions

Depreciation (4562) Input Screen 16

Description of Property

Form

Activity Name or Number (e.g., 3=3rd rental)

Date Placed in Service

Gulf Opportunity Zone Asset: 1=Yes, 2=No

Special Depreciation Allowance 1=Yes, 2=No

Cost or Basis

Current Section 179 Expense

Method

Life or Class Life (Recovery Period Automatic)

1=Half-Year, 2=Mid-Quarter (1st Year Automatic)

Amortization Code Section

Current Special Depreciation Allowance (-1 if None)

Current Depreciation (-1 if none)

Prior Section 179 Expense

Prior Special Depreciation Allowance

Prior Depreciation / Amortization

Salvage Value

AMT: Class Life (post-1986)

AMT: Prior Depreciation (MACRS only)

State Depreciation: Current Section 179 Expense

State Depreciation: Method

State Depreciation: Life or Class Life (Recovery Period Automatic)

State Depreciation: Current Special Depreciation Allowance (-1 if None)

State Depreciation: Current Depreciation (-1 if none)

State Depreciation: Prior Section 179 Expense

State Depreciation: Prior Special Depreciation Allowance

State Depreciation: Prior Depreciation / Amortization

State Depreciation: Salvage Value

Book Depreciation: Method

Book Depreciation: Life or Class Life (Recovery Period Automatic)

Book Depreciation: Current Depreciation (-1 if none)

Book Depreciation: Prior Depreciation

Book Depreciation: Salvage Value

Percentage of Business Use

Date Sold or Disposed of

Sales Price (-1 if None)

Expenses of Sale

Note: You should print the current year Drake Depreciation Schedules when reviewing the accuracy of the Depreciation Conversion.

Farm Income/Expenses (Schedule F) Input Screen 18

Taxable Crop Proceeds Deferred From Prior Year
Other Income
Other Expenses

Schedule K Income and Deductions Input Screen 20

Other Portfolio Income
Other Income (Loss)
Section 59(e)(2) Election Expenses
Other Portfolio Deductions
Other Deductions

Rental Real Estate (8825) Input Screen 21

Type of Property
Property Address
Fair Rental Days
Other Expenses
Delete next year

Other Rental Activities (Schedule K) Input Screen 22

Kind of Property
Location of Property
Other Expenses
Delete next year

Dispositions (Schedule D, 4797, etc.) Input Screen 23

(Please note, we only convert 8824 and some 6252 transactions)

Description of Property
Date Acquired
Date Sold
Prior Year Installment Sale: Prior Years' Payments
Ordinary Income (-1 if None, Triggers 4797)
Like-kind Property Received: Description
Like-kind Property Received: Date Property Identified & Date Received
Related Party: Name & Address
Taxpayer ID Number
Relationship to Taxpayer
Marketable Security

Pass-through K-1s Input Screen 24

Schedule K-1 from Fiduciary: Name, ID, & Address
Schedule K-1 from Partnership: Name, ID, Tax Shelter ID, & Address
Publicly traded partnership
Delete this year, delete next year
Other Items

Noncash Contributions (8283) Input Screen 25

Donee: Organization Name, Address, & ID Number

Credits (Schedule K) Input Screen 26

R.E. Rehabilitation Expenditures
Rental Real Estate Credits
Other Rental Credits
Other Credits and Credit Recapture

Fuels Credit (6478) Input Screen 26

IRS Registration #

Increasing Research Activities Credit (6765) Input Screen 26

Electing alternative simplified method
Electing reduced credit (Section 280C)

Orphan Drug (ODI) (8820)

Name of Drug
Designation Application Number
Date of Designation

New Markets Credit (8874) Input Screen 26

Community development entity

Low Sulfur Diesel Fuel Production Credit (8896) Input Screen 26

Total credit allowed in prior tax years

Nonconventional Source Fuel Credit (8907 Input Screen 26

Date facility placed in service ***No longer available

Credit to Holders of Tax Credit Bonds (8912 Input Screen 26

There are currently no converted fields on this page??

Energy Efficient Appliance (8909) Input Screen 26

Eligible dishwashers produced Types A and B
Eligible clothes washers produced Type A
Eligible refrigerators produced Type A and B

Schedule A (8609) / LIH Recapture (8611) Input Screen 26

Building: Address & ID Number (BIN)
Date Placed in Service
S Corporation Does Not Have Form 8609
Building Qualified as Low-Income Housing Project and Met Section 49 Requirements: 1=Yes, 2=No
Decrease in Building's Qualified Basis for This Tax Year
Imputed Basis of Zero
Eligible Basis from Form 8609, Part II
Number of Low-Income Units
Total Number of Units
Low-Income Floor Space
Total Floor Space
Low-Income Portion (Line 2)
Maximum Housing Credit Available From Form 8609, Part I, Line 16

Small Employer Health Insurance Credit (8941) Input Screen 26

Employee Identifier (ID)
Wages Paid
EIN
Eligible to claim credit

Other Schedule K Items Input Screen 27

Foreign Country
Foreign Gross Income Sourced at Corporate Level: Listed Categories
Deductions Allocated and Apportioned at Corporate Level: Listed Categories
Reduction in Taxes Available for Credit and Gross Income
Other Foreign Transactions
Other Items and Amounts (Line 17d)
Other AMT Items

Balance Sheet (Assets)-Beginning & Ending Amounts Input Screen 29

Cash
Accounts Receivable
Less Allowance for Bad Debts
Inventories, if Different
U.S. Government Obligations

Tax-Exempt Securities
Other Current Assets
Loans to Shareholders
Other Investments
Other assets
Mortgage and real estate loans
Buildings and other depreciable assets
Less accumulated depreciation
Land
Intangible assets
Less accumulated amortization

Balance Sheet (Liabilities and Equity)-Beginning & Ending Amounts Input Screen 29

Accounts payable
Mortgages, notes payable-current year
Other current liabilities
Loans from shareholders
Mortgages, notes payable-long term
Other liabilities
Adjustments to shareholder's equity
Capital stocks
Additional paid in capital
Total retained earnings
Less cost of treasury stocks

Schedule M-1, M-3 Input Screen 31

Income on Schedule K Not Recorded on Books
Expenses Recorded on Books Not Included on Schedule K: Other Nondeductible Expenses
Income Recorded on Books Not Included on Schedule K: Tax-exempt Interest
Deductions on Schedule K Not Charged Against Book Income: Other
Type of income Statement prepared
Accounting standard used
Adjustment to reconcile income statement year to tax year of return
Other necessary reconciliation adjustment
Items relating to reportable transactions
Worthless Stock losses
Other Income (loss) items with differences
Other expense/deduction items with differences
Other items with differences

Schedule M-2, Input Screen 32

AAA: Other additions
AAA: Other reductions

Partnership Converted Items (1065)

The **underlined and bolded** titles in the following list correspond to the titles on the Contents screen of the PTO tax program.

Client Information Input Screen 1

Partnership General Information
Fiscal Year End
Date Business Began
Business Code
Business Activity
Product or Service
Accounting Method
Type of Entity
Partner's Capital Accounts

Invoice, Letter, Filing Instructions Input Screen 2.2

Prior Year Preparation Fee
K-1 Transmittal Letter Signature

Miscellaneous Information Input Screen 3

Type of Entity if "Other"
Allow Preparer / IRS Discussion
Preparer fee
Partner's capital accounts if "other"

Other Information (Schedule B) Input Screen 5

Type of Entity
Partnership file Form 8893 or an election statement under section 6231(a)(1)(B)(ii)
Partnership is a Publicly Traded Partnership
Partnership has Interest in a Foreign Bank Account
Name of Foreign Country
Partnership is a Grantor of a Foreign Trust
Partnership is Making, or has in Effect, a Section 754 Election
Tax Matters Partner Number

Partner Information Input Screen 7

Partner Information
Type of Entity
Final K-1
Nominee
General Partner or LLC Manager
Foreign Partner

Partner Percentages Input Screen 8

Profit Sharing – Beginning & Ending Override
Loss Sharing – Beginning & Ending Override
Ownership of Capital – Beginning & Ending Override
**Preparer should verify the converted amounts are correct as we do not convert calculated values.

Income Input Screen 10

Other Income

Cost of Goods Sold (1125-A) Input Screen 11

Additional Section 263A Costs
Other Cost
Ending Inventory
Inventory Method

LIFO Inventory Method Adopted
Rules of Section 263a Apply
Change in determining inventories

Farm Income (Schedule F / Form 4835)

Principal Product
Agricultural Activity Code
Accounting Method
Actively participated
Accrual Method: Ending Inventory of Livestock, Etc.
Other Income
Other Expenses
Delete this year, delete next year

Deductions Input Screen 13

Other Taxes
Other Deductions

Depreciation (4562) Input Screen 14

Description of Property
Form
Activity Name or Number (e.g., 3=3rd rental)
Date Placed in Service
Gulf Opportunity Zone Asset: 1=Yes, 2=No
Cost or Basis
Current Section 179 Expense
Method
Life or Class Life (Recovery Period Automatic)
1=Half-Year, 2=Mid-Quarter (1st Year Automatic)
Amortization Code Section
Current Special Depreciation Allowance (-1 if None)
Current Depreciation (-1 if none)
Prior Section 179 Expense
Prior Special Depreciation Allowance
Prior Depreciation / Amortization
Salvage Value
State Depreciation: Current Section 179 Expense
State Depreciation: Method
State Depreciation: Life or Class Life (Recovery Period Automatic)
State Depreciation: Current Special Depreciation Allowance (-1 if None)
State Depreciation: Current Depreciation (-1 if none)
State Depreciation: Prior Depreciation / Amortization
State Depreciation: Prior Section 179 Expense
State Depreciation: Prior Special Depreciation Allowance
State Depreciation: Salvage Value
Book Depreciation: Method
Book Depreciation: Life or Class Life (Recovery Period Automatic)
Book Depreciation: Current Depreciation (-1 if none)
Book Depreciation: Prior Depreciation
Book Depreciation: Salvage Value
Date Sold or Disposed of
Sales Price (-1 if None)
Expenses of Sale
Note: You should print the 2012 Drake Depreciation Schedules when reviewing the accuracy of the Depreciation Conversion.

Rental Real Estate Activities (Form 8825) Input Screen 17

Include Income/Loss in Self-Employment Calc.
Kind of Property & Address
Type of Property
Other Expenses

Other Rental Activities (Schedule K) Input Screen 18

Kind of Property
Location of Property
Other Expenses
Disposed of in current year

Dispositions (Schedule D, 4797, etc.) Input Screen 19
(Please note, we only convert 8824 and some 6252 transactions)

Description of Property
Date Acquired & Date Sold
Prior Year Installment Sale: Prior Years' Payments
Ordinary Income (-1 if None, Triggers 4797)
Like-kind Property Received: Description
Like-kind Property Received: Date Property Identified & Received
Related Party: Name of Related Party, Address & ID Number
Relationship to Taxpayer

Increasing Research Credit (6765) Input Screen 20

Use Alternative Simplified Credit (Section B)
Elect reduced credit (Section 280C)

Low-Income Housing Credit (8609) Input Screen 21

Address of Building
Maximum credit allowable
42(j)(5) Partnership
Partnership Does Not Have Form 8609
Building Qualified as Part of Low-Income Housing Project: 1=Yes, 2=No
Imputed Basis of Zero
Decrease in qualified basis
Number of Low-Income Units
Total Number of Units
Low-Income Floor Space
Total Floor Space

Energy Efficient Appliance Credit (8909) Input Screen 20

Dishwashers Produced: Current Year Types A, B, and C
Clothes Washers Produced: Current Year Type A, Type B
Refrigerators Produced: Current Year Type A, Type B

Small Employer Health Insurance Premiums Credit (8941) Input Screen 20

Employer Identifier (ID)
Wages Paid
EIN
Eligible to claim credit

Credit to Holder of Tax Credit Bonds (8912) Input Screen 20

Bond Issuer EIN
Bond Issuer's Name
Unique Identifier

Low-Income Housing Credit (Continued) Input Screen 21

Maximum Housing Credit Available from Form 8609, Part I, Line 1b

Other Schedule K Items Input Screen 22

Other portfolio income (Loss)
Other Income (Loss)
Section 59(e)(2) expenditures
Other Deductions
Rental Real Estate Credits
Other Rental Credits
Other Credits
Name of Foreign Country or U.S. Possession

Foreign Gross Income Sourced at Partner Level – Listed Category (Other)
Deductions Allocated and Apportioned at Partner Level – Listed Category (Other)
Global Supplemental Information for Schedule K-1
Reduction in Taxes
Other Foreign Transactions
Other AMT Items
Other Items (Line 20F, 20Y)

Passthrough Entity K-1 Information Input Screen 23

Name of K-1 Entity, EIN, Address
Blank=Partnership, 1=Fiduciary, 2=REMIC
Blank=Passive, 1=Nonpassive, 2=PTP, 3=N/A
Other Income (Loss)
Other Deductions
Other Credits
Other Information

Balance Sheet (Assets)-Beginning & Ending Amounts Input Screen 24

Cash
Trade Notes and Accounts Receivable
Less Allowance for Bad Debts
Inventories, if Different From Screen 10
U.S. Government Obligations
Tax-Exempt Securities
Other Current Assets (from SCH2)
Loans to Partners
Mortgage and Real Estate Loans
Other Investments (from SCH2)
Buildings and Other Depreciable Assets
Less Accumulated Depreciation
Depletable Assets
Less Accumulated Depletion
Land (Net of Any Amortization)
Intangible Assets
Less Accumulated Amortization
Other Assets (from SCH2)

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

Accounts Payable
Mortgages, Notes, Bonds, Payable - Current Year
Other Current Liabilities (from SCH2)
All Nonrecourse Loans
Mortgages, Notes, Bonds, Payable - Long-Term
Other Liabilities (from SCH2)
Loans from Partners
Balance Sheet Miscellaneous
1=Force Schedules L, M-1 and M-2 to print

Schedule M-1, M-3 Input Screen 27

Income on Sch. K Not Recorded on Books
Expenses on Books Not on Sch. K: Other
Income on Books Not on Sch. K: Other
Deductions on Sch. K Not Charged Against Book Inc: Other
Reportable Entity Partner
SSN/EIN
Ownership Percentage
Type of income statement prepared
Accounting standard used
Adjustment to reconcile income statement period to tax year of tax return
Other necessary reconciliation adjustments
Items Relating to Reportable Transactions (from SCH3)

Worthless Stock Losses (from SCH3)
Other Income/loss and expense/deduction items with no differences (from SCH3)
Other income/loss with differences (from SCH3)
Other items with no differences
Other items with differences (from SCH3)

Schedule M-2 (Capital Account) Input Screen 28

Other Increases
Other Decreases

Schedule K-1 Supplemental Info. (All Partners) Input Screen 31

Partner K-1 Supplemental Information

Schedule K-1 Miscellaneous Information Input Screen 32

Final K-1: 1=Yes, 2=No
Partner is a retirement plan: 1=yes, 2=no

Noncash Contributions (8283) Input Screen 50

Donee Name and Address
Donee EIN

Annual Return for Partnership W/H Tax (8804) Input Screen 55

Partnership Keeps Books Outside U.S. / Puerto Rico
Partnership is the withholding agent
Withholding Agent: Name, Address, Federal ID Number

Statement of Foreign Assets (8938) Input Screen 60

Force Form 8938