

## Items to Note

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 transferred 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. 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.

# Individual Converted Items (1040)

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

## **Client Information**

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

## **Dependent Information**

*Dependent Information*  
*Months lived at home*  
*Earned Income Credit*  
*Dependent exemption not claimed*

## **Miscellaneous Information/Direct Deposit**

*Presidential Campaign*  
*Designee Information*  
*Financial Institution Information*

## **Invoice, Letter, Filing Instructions**

*Tax Return Preparation Fee*  
*IRS CENTER*

## **Does Not Convert: Estimated Tax Payments**

***We do not convert any estimated payment that has been applied to the future tax year. To post estimates, use Input Screen 6 to post Estimates***

## **Penalties and Interest**

*Adjusted Gross Income*  
*Amount Waived*

## **Wages, Salaries, Tips**

*Employee's Information*  
*Employer's Information*  
*Spouse's W-2*  
*Wages*  
*Tax Withheld*  
*Nonqualified Plans*  
*Box 12 Information*  
*Box 14 Information*  
*State and Local*

## **Interest Income**

*Payer Information*  
*Interest Income*  
*Early Withdrawal Penalty*

Federal Income Tax Withheld

**Dividend Income**

Payer Name  
Dividend Income  
Investment Expense  
Federal Income Tax Withheld

**Pensions, IRA Distributions**

Pension, IRA Distributions Information Form 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

**Distribution Code does not carry over unless description is identical to ATX. It is best to select the code from the drop down menu on Input Screen 13.**

**Gambling Winnings**

Gambling Winnings  
Payer's Information  
Recipient Information

**Miscellaneous Income**

Payer Information  
Recipient Information  
State  
Payer's State No.  
Other Income (various)  
Other Income subject to self-employment tax  
Taxable Scholarship and Fellowships  
Social Security Benefits  
Alimony Received

**State / Local Tax Refunds / Unemployment Compensation (1099-G)**

Payer Information  
Unemployment Compensation

**Does Not Cover: State Refund Worksheet Calculations**

**State and Local Tax Refund Worksheet will need to be entered, in next year's program (input Screen 14.2), if the return had a Schedule A and a state refund. This will be used to calculate a potential income amount for Form 1040 pg. 1 Taxable refunds line.**

**Does Not Cover: Net Operating Loss Carryovers**

**We do not convert NOL carryovers. Input Screen is used for NOL information. The screen is set up to calculate multiple year NOL's and a line for each is created as the information is input.**

**Business Income (Schedule C)**

Business Name and Address/Foreign Address  
General Information  
Gross receipts  
Returns and Allowances  
Cost of Goods Sold

Expenses  
Other Expenses

**Does Not Cover: Schedule C Carryovers**

**We do not convert any carryovers such as 179 and suspended losses. Carryovers and Losses are reported on Input Screen 16 which is where Schedule C income and deductions are also reported.**

**Disposition (Schedule D, 4797, Etc.)**

Sales information, Basis, 8949 information

Prior Years Payments(s)

Unrecaptured 1250 Gain – Remaining Unrecaptured Section 1250 Gain from year of sale

Installment worksheet: Year, Principal Payments, total Gain, Ordinary Gain, Unrecaptured 1250 Gain

Like Kind Property Received: Description, Date Identified and Received (Only Converts for Related Party)

**Does Not Cover: Schedule D Carryovers**

**We do not convert any Capital Loss Carryovers. You will need to use the following steps to enter this amount. Open Input Screen 17.1 and there is a blue link "Carryover/Misc Info", click on the blue link and there is then a screen to do input for Carryovers.**

**Rental & Royalty Income (Schedule E)**

Property Information

Filed or will file required Form(s) 1099

Did not actively participate

Real estate professional

Rental other than real estate

Qualified joint venture

Percent of ownership

1=Nonpassive activity, 2=Passive activity

Number of days rented

Number of days personal use

**Does Not Cover: Schedule E Carryovers**

**We do not convert any carryovers such as 179 and suspended losses. Carryovers and Losses are reported on Input Screen 18 which is where Schedule E (Rental and Royalty) income and deductions are reported.**

**Farm Income (Schedule F / Form 4835)**

General Information

Sales of Items Bought for Resale

Cost or Basis of Items

Sales of Livestock You Raised

Beginning Inventory of Livestock, Etc.

Cost of Livestock, Etc. Purchased

Farm expenses

**Does Not Cover: Schedule F Carryovers**

**We do not convert any carryovers such as 179 and suspended losses. Carryovers and Losses are reported on Input Screen 19 which is where Schedule F/4835 income and deductions also reported.**

**Partnership Information Pass-through**

General Information

Partnership Address

**Does Not Convert: Schedule E Pg2 Carryovers**

**We do not convert any carryovers such as 179 and suspended losses. The input for this information is done on Input Screen 20 for Partnership Information. Items are at the bottom of the page which is where General Information.**

**If there are At-Risk Carryovers for a particular Partnership is also listed on Input Screen 20 scrolling down the page towards the bottom.**

**S Corporation Information Pass-through**

General information  
S Corporation Address

**Does Not Convert: Schedule E Pg2 Carryovers**

**We do not convert any carryovers such as 179 and suspended losses. The input for this information is done on Input Screen 20 for SCO Information. Items are at the bottom of the page which is where General Information.**

**If there are At-Risk Carryovers for a particular SCO is also listed on Input Screen 20 scrolling down the page towards the bottom.**

**We do not convert the Basis of a SCO. This information can be input on Screen 20 scrolling towards the bottom.**

**Estate and Trust Information Pass-through K-1**

General Information  
Estate or Trust Address

**Does Not Convert: Schedule E Pg 2 Carryovers**

**We do not convert any carryovers such as 179 and suspended losses. The input for this information is done on Input Screen 20 for Estate or Trust Information.**

**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  
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 Standard 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**

Qualified Student Loan Interest Paid  
Traditional IRA  
Roth IRA  
SE Health Insurance Premiums  
Alimony Paid  
Educator Expenses  
Other Adjustments

#### **Itemized Deductions Input Screen 25**

Head of household, Spouse born before January 2, 1949  
Medical Expenses  
Taxes  
Home Mortgage Interest on Form 1098  
Cash Contributions  
Investment Interest  
Miscellaneous Deductions (2%)

#### **Does Not Cover:**

**Home Mortgage Interest Not on Form 1098**  
**Points not on Form 1098**  
**Investment Interest Carryover**

**You will need to do the following to enter these amounts. Input screen 25 is used to report these items. They are reported in the section for Interest Paid**

**Does Not Cover: Charitable Contribution Carryovers**

**Contribution Carryovers are input on Screen 25 where the other Itemized Deductions are reported.**

**Business Use of Home (8829)**

*Business Use Area*

*Total Area of Home*

**Does Not Cover: Operating Expenses Carryover**

**On Input Screen 29, there is a section set up for "Carryover of Unallowed Expenses".**

**Vehicle / Employee Business Expense**

*General Information Needed*

*Department of Transportation*

*Vehicle Information Including Mileage*

*Employee Business Expenses*

*Listed Property Information*

*Vehicle Expenses*

**Foreign Income Exclusion (2555)**

*Spouse's 2555*

*Foreign Address of Taxpayer*

*Employer's Name and US or Foreign Address*

*Employer Type*

*Employer Type, if Other*

*Enter Last Year (After 1981) Form 2555 Was Filed*

*Revoked Choice of Earlier Exclusion Claimed*

*Country of Citizenship*

*City and Country of Foreign Residence*

*Travel information*

*Beginning Date for Bona Fide Residence (m/d/y)*

*Ending Date for Bona Fide Residence (m/d/y)*

*General Information for Living Abroad*

*Name and address of employer*

*Total Wages, Tips and Other Compensation*

*Total Number of Days Worked (Defaults to 240)*

*Total Days Worked Before & After Foreign Assignment*

*Foreign Days Worked Before & After Foreign Assignment*

**Education Credits/Tuition Deduction (8863)**

*Educational Institution Name and Address*

*FEIN*

**Health Savings Accounts (8889)**

*1=Self-Only Coverage, 2=Family Coverage*

*Acquired Interest in HAS After Death of Account Holder*

**Archer Medical Savings Accounts (8853)**

*1=Self-Only Coverage, 2=Family Coverage*

*Acquired Interest in MSA After Death of Account Holder*

**Long-Term Care Insurance Contracts (8853)**

*Information of Person Insured*

*Spouse Policyholder*

*Other Individuals Received Payments for Insured*

*Insured Terminally Ill*

**Child and Dependent Care Expenses (2441)**

Persons/Organization Providing Dependent Care  
Qualifying Expense Incurred And Paid in Current Year

**Foreign Tax Credit (1116)**

Category of Income  
Foreign Country  
Other Foreign Source Income

**We do not convert Resident of (Name of Country) and Name of Foreign Country currently. To input information, Input Screen 35 is used.**

**Does Not Cover: Foreign Taxes Paid Carryover**

**Information for Foreign Tax Paid Carryover is input on Screen 35.2. All information for each category of income is set up and the years to carryback available.**

**Qualified Adoption Expenses (8839)**

Name, SSN and Date of Birth  
Born Before 1990 and Was Disabled  
Special Needs Child  
Foreign Child

**Repayment of the First-Time Homebuyer Credit (5405)**

Date Purchased

**Residential Energy Credits (5695)**

Lifetime Limitations

**EIC, Elderly, Other Credits**

Mortgage Interest Credit: Street Address, City ST Zip Form 8396  
Certificate Credit Rate  
Foreign earned income/housing exclusion  
Child Under 24(child's earned income plus 6,400)  
Filing Status  
Current Year Distributions From IRAs and Elective Deferral Plans  
Filing Status in Current Year Other Than MFJ  
Homebuyer Credit Date Acquired

**Affordable Care Act Subsidy/Penalty**

Marketplace Identifier  
Account Number  
Form (Ctrl + T)  
Activity Number

**Minimum Tax Credit (8801)**

Unallowed Electric Vehicle Credit

**Due to a computed Form 6251 for AMT not being converted, you will need to be mindful if your client can receive this credit next year. Amounts computed from Alternative Minimum Tax Form 6251 will need to be entered into next year's program, Form 8801, to calculate a potential credit.**

**Energy Efficient Appliance Credit (8909)**

Dishwashers Produced  
Clothes Washer Produced  
Refrigerators Produced

**Household Employment Taxes**



*Employer Identification Number*  
*Paid Cash Wages of 1,000 or More*  
*Total Cash Wages Subject to Social Security Taxes*  
*Total Cash Wages Subject to Medicare Taxes*  
*Federal Income Tax Withheld*  
*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*  
*Section A – Name of State*  
*Section A – Contributions Paid to State Unemployment Fund*

**Tax for Children Under 18 (8615)**

*Parent Information*

**Net Investment Income Tax (8960)**

*Election Made Under Section 1.1411*

**Other:**

***Prior Year Summary***

*Income*  
*Adjustments*  
*Adjusted Gross Income*  
*Standard Deduction*  
*Itemized Deductions*  
*Exemptions*  
*Taxable Income*  
*Total Tax*  
*Other Taxes*  
*Amount Applied to Estimated Tax*  
*Amount Refunded to You*  
*Refund or Amount Due*

**Nonresident Alien (1040NR)**

*Filing Status*  
*Taxpayer Information 1040*  
*Spouse Information*  
*Dependent Information*  
*Description of Income*  
*Other Information*

# Partnership Converted Items (1065)

## **Client Information Input Screen 1**

*Partnership General Information*

*Fiscal Year End*

*Date Business Began*

*Business Code*

*Business Activity*

*Product or Service*

*Accounting Method*

*Other Accounting Method*

*Type of Entity*

*Tax Matters Partner Number*

*Partner's Capital Account*

## **Miscellaneous Information Input Screen 3**

*Type of Entity Filing if Other*

*Allow Preparer / IRS Discussion*

*Partner's capital accounts if "other"*

*Tax Matter Partner Representative if Entity*

## **Converted client (proforma use only) used to show converted returns, Do Not Remove the Check Mark.**

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

*Partners in This Partnership were a disregarded entity*

*Name of Foreign Country*

*Part. Has Interest in a Foreign Bank Account*

*Partnership is making a Sec 754 election.*

*Partnership owned directly more than 20% or owned, directly or indirectly, 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 level tax treatment election in effect for current year*

*Publicly-traded partnership*

*Partnership has interest in a foreign bank account*

*Number of partners that are foreign governments*

## **Automatic Extension (7004) Input Screen 6**

*If the Organization is a Corporation or Partnership that Qualifies Under Regulations Section 1.6081-5, check here*

## **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 (1125-A) Input Screen 11**

Additional Section 263A Costs  
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 and Expenses Input Screen 12**

Agricultural Activity Code  
Principal product  
Employer ID number  
Accounting Method  
Did Not Materially Participate (Sch. F Only)  
Ending Inventory of Livestock, Etc. – Accrual Method  
Other income  
Other expenses

**Deductions Input Screen 13**

Other Taxes  
Other Deductions

**Rental Real Estate Input Screen 17**

Kind of Property  
Address  
Type of Property  
Other Type of Property  
Percentage of ownership if not 100%  
Include income/loss in Self-employment  
Other Expenses

**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, Mid-Quarter  
Amortization Code Section  
Prior Section 179 Expense  
Prior Depreciation  
Basis Reduction  
AMT – Basis  
AMT – Real Property, 2=Leased Personal Property (Pre-1987)  
Percentage of Business Use (.xxxx)  
General Asset Account Election  
Alternative Depreciation System  
150% DB Instead of 200% DB  
IRS Tables, 2=DB/SL Formula

Qualified Indian Reservation Property  
Qualified Disaster Property  
Listed Property  
Date Sold or Disposed of  
Elect Simplified Method  
Sales Price  
Expenses of Sale  
Section 1250 Applicable Percentage, if Not 100% (.xxx)

#### **Dispositions Input Screen 19**

Description of Property  
Date Acquired  
Date Sold  
Short-Term, Long-Term  
Prior Years' Payments  
Ordinary Income  
Disposition of Asset w/ Prior Section 179 expense  
Like-Kind Property Received – Description  
Like-Kind Property Received – Date Property Identified  
Like-Kind Property Received – Date Property Received  
Related Party: General Information  
Taxpayer ID Number  
Relationship to Taxpayer  
Marketable Security

#### **Credit for Small Employer Health Insurance (8941) Input Screen 20**

Employee Name/ID  
Employer ID

#### **Credit to Holders of Tax Bonds (8912) Input Screen 20**

Bond credit reported to you on Form 1097-BTC – Name of issuer and ID  
Bond credit not reported to you on Form 1097-BTC – Name, address and ID of issuer

#### **Energy Efficient Appliance Credit (8909) Input Screen 20**

Dishwashers Produced  
Clothes Washers Produced  
Refrigerators Produced

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

Marketplace Identifier

#### **Low-Income Housing Credit Input Screen 21**

Building ID Number  
Newly Constructed or Existing Building, 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 and Met Section 42 Requirements  
Decrease in the Building's Qualified Basis for This Tax Year  
Eligible Basis from Form 8609, Part II  
Maximum Housing Credit Available from Form 8609

#### **Other Schedule K Items Input Screen 22**

Other Income (Loss)  
Other Deductions  
Other Credits  
Foreign Transactions – Foreign Country

Foreign Income Sourced at Partnership Level  
Deductions Allocation / Apportionable at Partnership Level  
Reduction in Taxes Available for Credit  
Other Foreign Transactions  
Other AMT Items  
Other Items

**Does Not Convert: Partners' Distributive Share Items**

**Items are entered on Input Screen 22 Other Schedule K Items.**

**Passthrough K-1's 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**

Cash  
Trade notes and accounts receivable  
Inventories  
U.S. government obligations  
Tax-exempt securities  
Mortgage and real estate loans  
Loans to partners  
Land

**Does Not Convert: These items are entered on Input Screen 24 Balance Sheet**

**Buildings and other depreciable assets**  
**Other Assets, Other Investments and Other Liabilities**  
**Less accumulated depreciation**  
**Intangible assets**  
**Less accumulated amortization**  
**Total assets**  
**Total liabilities and capital**

**Balance Sheet (Liabilities and Capital) – Ending Amounts Only Input Screen 24**

Accounts payable  
Loans from partners  
Mortgages, notes payable – current year  
All nonrecourse loans  
Mortgages, notes payable – long term  
Partner's Capital Account

**Balance Sheet Miscellaneous Input Screen 25**

Complete Schedules L, M1, and M2 if the Response to Schedule B, Line 6d is "Yes"

**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**

Other increases

Other decreases

**Schedule M-3 Input Screen 27.2**

Type of income statement prepared

Reportable entity partner information

Accounting standards used

Other accounting standards used

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

Subpart F, QEF, and Similar Income Inclusions

Gross Foreign Distributions Previously Taxed

Income or Loss from Equity Method US Corporations

US dividends not eliminated

Income or Loss from US Partnerships

Income or Loss from Foreign Partnerships

Income or Loss from Other Pass-through Entities

Worthless Stock Losses

Adjustments to eliminate transactions between includible and non-includible entities

Adjustments to reconcile income statement period to tax year

Other Income/Loss Items with Differences

**Schedule K-1 Miscellaneous Input Screen 32**

Final K-1

Partner is a retirement plan

**Prior Year Summary Input Screen 35**

Income

Cost of Goods Sold

Deductions

Other Rental RE/Rental Credits

AMT Items

Tax-exempt Income

Distributions

**Foreign Accounts/Assets (TDF 90-22.1/8938) Input Screen 60.2**

General Information

Foreign Deposit and Custodial Accounts (Part I)

Other Foreign Assets (Part II)

Part III – Summary of Tax Items

# Corporation Converted Items (1120)

## **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  
Common Stock Owned  
Preferred Stock Owned

## **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  
Percentage of the Value of the Outstanding Voting Stock that the Person(s) Could Acquire  
If the Arrangement Was Associated, etc.  
Describe the Arrangements

## **Miscellaneous / Other Information Input Screen 4**

Title of Signing Officer  
Allow Preparer / IRS Discussion  
Qualified Personal Service Corporation  
Consolidated Return  
Personal Holding Company  
Foreign Person Owns Over 25% of Corporation's Stock  
Percentage Owned by Foreign Person  
Foreign Owner's Country  
Number of Forms 5472 Attached  
Direct Deposit of Refund Information  
Distribution From or Grantor of Foreign Trust  
Corporation Owned Foreign Disregarded Entity  
Number of Forms 8858 Attached  
Number of Forms 8865 Attached  
Corporation is a Shareholder of a Controlled Foreign Corporation  
Number of Forms 5471 Attached  
Number of Forms 8873 Attached

**Converted client (proforma use only) used to show converted returns, Do Not Remove the Check Mark.**

**Invoice & Letter Input Screen 5.1**

Prior Year Preparation Fee (Memo Only)  
IRS Center

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

General Information about Owner  
Federal Identification Number  
Common Stock Owned  
Preferred Stock Owned

**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

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

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: 1=Foreign Person, 2=U.S. Person  
Related to Reporting Corporation  
Related to 25% Foreign Shareholder  
25% Foreign Shareholder  
Reasonable estimates are used

**Controlled Group Apportionment Consent Input Screen 9**

Type of Control group

**Estimates Input Screen 10**

Overpayment applied from prior year  
Large Corporation Determination –three preceding years

***We do not currently convert estimated payments that have been applied to the future tax year. To post estimates, use Input Screen 10.***

**Penalties and Interest Input Screen 11**

Prior Year Tax  
Large Corporation

**Automatic Extension (7004) Input Screen 12**

Qualifies Under Reg. Sec. 1.6081.5



**Income Input Screen 13**

*Other income*

**Cost of Goods Sold (1125A) 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 Date Sold*

*Prior Years' Payments (6252)*

*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*

**Deductions Input Screen 20**

*Other Taxes*

*Other Deductions*

**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*

*Prior Section 179 Expense*

*Prior Depreciation*

*Basis Reduction (ITC, Etc.)*

*AMT – General Information*

*ACE – General Information*

*Percentage of Business Use (.xxxx)*

*General Asset Account Election*

*Alternative Depreciation System (ADS)*

*Listed Property*

**Regular Net Operating Loss Deduction Input Screen 23**

**Does Not Convert: Net Operating Loss Carryovers**

***We do not convert NOL carryovers. Input Screen 23.1 is used for NOL information. The screen is set up to calculate multiple years NOL's and a line for each is created as the information is input.***

**AMT Net Operating Loss Deduction Input Screen 23**

**See above note concerning NOL conversion**

**Contribution Carryovers Input Screen 24**

**Does Not Convert: Contribution Carryovers**

**Contribution Carryovers are input on Screen 24.**

**General Business Credits Input Screen 28**

Indian Employment Credit: Qualified Wages 1993  
Small Employer Health Insurance Premiums Credit (8941) - Employee Name  
Nonconventional Source Fuel (8907)  
Energy Efficient Appliance Credit (8909)  
Increasing Research Credit (6765)  
Low Sulfur Diesel (8896)

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

Building ID Number  
Eligible Basis from Form 8609, Part II, Line 7b  
Low-Income Portion (.xxxx)  
Credit Percentage from Form 8609, Part I, Line 2 (.xxxx)  
Maximum Housing Credit Available from Form 8609, Part I, Line 1b

**Does Not Cover: 3800 Credits carried forward**

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

**Foreign Tax Credit Input Screen 30.2**

Part I – Dividends and Deemed Inclusions from Post-1986 Undistributed Earnings

**Other Credits Input Screen 31**

Minimum tax credit carryover

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

Small Corporation Determination – Gross Receipts

**Currently we are not converting Schedule PH. Information can be entered on Input Screen 34 in the PTO program.**

**Form 972 and Form 973 Input Screen 34**

**Currently we are not converting Forms 972 and Form 973. Information can be entered on Input Screen 34 in the PTO program.**

**Alternative Tax on Qualifying Shipping Activities (Form 8902) Input Screen 35.2**

**Currently we are not converting 8902. Information can be entered on Input Screen 35.2 in the PTO program.**

**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  
Loans to Stockholders  
Mortgage and Real Estate Loans  
Land (Net of Any Amortization)  
Less Accumulated Amortization

**Any other assets or investments will need to be entered manually**

**Balance Sheet (Liabilities and Capital) – Ending Amounts Input Screen 37**

Accounts Payable  
Mortgages, Notes Payable – Current Year  
Loans from Stockholders  
Mortgages, Notes Payable – Long-Term  
Preferred Stock  
Common Stock  
**Any other liabilities will need to be entered manually**

**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**

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  
Net Income or Loss from Nonincludible Foreign Entities  
Net Income or Loss from Nonincludible U.S. Entities  
Net Income or Loss from Other Includible Entities  
Adjustment to eliminations of transactions between includible entities  
And Nonincludible entities  
Other Income / Loss Items with Differences  
Section 118 Exclusion  
Other Expenses / Deduction Items with Differences

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

Income  
Deductions  
Taxable Income  
Tax  
Amount Owed  
Overpayment  
Credited to Next Year's Tax  
Amount Refunded  
Balance Sheet  
Homeowners Associations

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

Homeowner's Association (Mandatory)  
Type of Association  
Other Deductions

**Information Return of U.S Persons (5471) Input Screens 63.1, 63.2, 63.3**

Filer's Information  
Foreign Corporation Information  
Schedule A – Stock of the Foreign Corporation  
Schedule E – Income, War Profits, and Excess Profits Taxes Paid or Accrued  
Schedule F – Balance Sheet  
Schedule G – Other Information  
Schedule I – Shareholder's Income from Foreign Corporation

## **S Corporation Converted Items (1120S)**

**Client Information Input Screen 1**

*General 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*

**Officer Information Input Screen 2**

*Officer Name*

*Officer Address*

*Social Security Number*

*Title*

*Percentage of time devoted to business*

*Percentage of common stock owned*

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

*Title of Signing Officer*

*Allow Preparer / IRS Discussion: 1=Yes, 2=No, 3=Blank*

*20% Direct or 50% Direct/Indirect Owned Entities*

*Own Domestic Corporation – General Information*

*Shareholder was a disregarded entity*

*Required to file 8918*

*Corp issued publicly offered debt instruments*

*Member of controlled group*

*Required to file 1099*

*Accumulated Earnings and Profits at Year-End*

*Direct Deposit of Refund*

*Routing Number*

*Depositor Account Number*

*Type of Account*

*Print Corporation's Phone Number*

*20% Direct or 50% Direct/Indirect Owned Entities Information*

**Converted client (proforma use only) used to show converted returns,  
Do Not Remove the Check Mark.**

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

*Prior Year Preparation Fee (Memo Only)*

**Shareholder Information Input Screen 5**

*Shareholder Name and Address*

*ID Number*

*Resident State*

**Stock Ownership Input Screen 6**

*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*

*Debt Basis at Beginning of Tax Year, If Diff.*

**Estimates Input Screen 10**

*Overpayment Applied From Prior Year*

**Penalties & Interest Input Screen 11**

*Optional Annualized Methods: 1=Option 1, 2=Option 2, Blank=Standard*

**Ordinary Income Input Screen 13**

*Other Income*

**Cost of Goods Sold Input Screen 14**

*Additional Section 263A Costs*

*Other Costs*

*Ending Inventory*

*Inventory Method*

*Explanation of Other Inventory Method*

*Rules of Section 263A Apply*

*Change in determining inventory valuation*

*Explanation of Change in Inventory*

**Ordinary Deductions Input Screen 15**

*Other Taxes*

*Other Deductions*

**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*

*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

**Schedule K Income and Deductions Input Screen 20**

Other Income (Loss)

Other Deductions

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

Rental Property Address

Type of Property

Other type of property

Other Expenses

**Disposition (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

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: State

Related Party: ZIP Code

Taxpayer ID Number

Relationship to Taxpayer

Marketable Security

**Passthrough K-1's (1065, 1041) Input Screen 24**

Name, Address, EIN of K-1 entity

PTP

**Noncash Contributions (8283) Input Screen 25**

Name and Address of the Donee Organization

Does the Organization Intend to Use the Property for an Unrelated Use

Employer Identification Number

**Credits (Schedule K) Input Screens 26.1, 26.2**

Other Credits and Credit Recapture

8941: Individuals Considered Employees

8941: Marketplace Identifier

8941: EIN Used to Report Employment Taxes for Individuals Included on Line 1

8900: Qualified Railroad Track Maintenance

**Other Schedule K Items Input Screen 27**

Foreign Transactions – Foreign Country

Foreign Income Sourced at Corporate Level – Listed Categories

Deductions Allocation/Appportionable at Corporate Level – Listed Categories

Reduction in Taxes Available for Credit

Other Foreign Transactions

Other AMT Items

Other Items and Amounts

**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

Tax-Exempt Securities

Loans to Shareholders

Mortgage and Real Estate Loans

Buildings and Other Depreciable Assets

Less Accumulated Depreciation

Depletable Assets

Less Accumulated Depletion

Land (Net of Any Amortization)

Less Accumulated Amortization

**Any other assets or investments will need to be entered manually**

**Balance Sheet (Liabilities and Capital) – Ending Amounts Only Input Screen 29**

Accounts Payable

Mortgages, Notes Payable – Current Year

Loans from Shareholders

Mortgages, Notes Payable – Long-Term

Additional Paid-in Capital

Less Cost of Treasury Stock

**Any other liabilities will need to be entered manually**

**Balance Sheet Miscellaneous Input Screen 302**

Complete Schedules L and M1 if the Response to Schedule B, Line 10 is “Yes”

**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-3 Input Screen Input Screen 31.2**

Complete Column a and d

Did the corp. prepare a certified audited non-tax-basis income statement?

If Income statement was prepared

Accounting standards used

Other accounting standard

Net income/loss from Nonincludible US Entities

Net income/loss of other Foreign 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

**Schedule M-2 Input Screen 32**

AAA Other Additions

AAA Other Reductions

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

Ordinary Income

Ordinary Deductions

*Estimated Tax Payments*  
*Tax Deposited With Form 7004*  
*Balance Due*  
*Overpayment*  
*Credited to Next Year's Tax*  
*Amount Refunded*