

Individual Items to Note (1040)

Items to Note: Please Read

- The Data conversion process is not intended to convert all of your tax data nor will it allow you to generate a tax return for the purpose of side by side comparison with last year's return.
- The Conversion **WILL NOT** convert amounts that are not relevant to next-year tax preparation.
- Some calculated carryover amounts cannot be obtained (Depends on Competitor software)

Please give special attention to the following details about certain 1040 carryover information that will be captured to build the ProSeries client files used for transfer to the next year ProSeries Tax program. These items should be noted due to capture limitations within the TaxWorks Individual module.

- Amounts that are calculated from user input and flow directly to the tax forms can not be captured. This would include carryovers and prior year summary information.
- The following items can NOT be converted from TaxWorks, and may require manual entries in the converted files.
 - Accumulated depreciation
 - Prior year Section 179 expense
 - Carryover amounts, such as credit carryovers.
 - Data on F6 detail fields. (Totals are converted from these fields, but not the detail).
- Close attention should be paid to the items in the following list. These are the items that will be captured for the ProSeries client files, but are not necessarily a complete list of items that should be carried-over.
- One digit alpha characters, such as the Taxpayer/Spouse indicator (T/S) MUST be entered in upper case in order to convert.

Because of the capture limitations in the program being converted from, review of each client file to ensure completeness is necessary. Our goal is to reduce manual entry of data and information as much as possible.

Special Note for Depreciation: *Some methods of depreciation listed in your program may not be able to be converted into ProSeries. We strongly advise you to check your depreciation closely to verify that each asset is correctly represented in ProSeries.*

Individual Converted Items (1040)

The **underlined and bolded** title Individual Converted Items (1040) in the following list correspond to the titles on the Contents screen of the Lacerte tax program.

Client Information

Filing Status

1= married filing separate and lived with spouse

1= married filing separate and must itemize deductions

Year spouse died, if qualifying widow(er)

Taxpayer First Name and Initial

Taxpayer Last Name

Taxpayer Title/Suffix

Taxpayer Social Security #

Taxpayer Occupation

Taxpayer Date of Birth

Taxpayer Date of Death

Taxpayer Dependency status

Taxpayer 1=Blind

Spouse First Name and Initial

Spouse Last Name

Spouse Title/Suffix

Spouse Social Security #

Spouse Occupation

Spouse Date of Birth

Spouse Date of Death

Spouse 1=Blind

Street Address

Apartment Number

City

State

Zip Code

Country

Taxpayer Home Phone #

Taxpayer Work Phone #

Taxpayer Daytime phone #

Taxpayer Mobile Phone

Taxpayer Fax number

Taxpayer E-mail Address

Spouse Work Phone #

Spouse Daytime phone

Spouse Mobile Phone

Spouse E-mail Address

Dependents

First Name

Last Name

Date of birth (m/d/y)

Social security number

Relationship

Months Lived At Home

Earned Income Credit

Child Tax Credit Miscellaneous

Presidential Campaign: 1=Self, 2=Spouse, 3=Both, 4=Neither, 5=Blank [O]

Allow IRS Discussion: 1=yes, 2=no, 3=blank

Designee's Name [O]

Designee's Phone Number [O]

Designee's PIN (5 digit numeric) [O]

Financial Institution #1: Name of financial institution (memo only)

Financial Institution #1: Routing Transit Number

Financial Institution #1: Depositor Account Number

Financial Institution #1: Type of Account

Financial Institution #2: Routing Transit Number

Financial Institution #2: Depositor Account Number

Financial Institution #2: Type of Account

Financial Institution #3: Routing Transit Number

Financial Institution #3: Depositor Account Number

Financial Institution #3: Type of Account

Current Year Estimated Tax Payments

1st quarter: Voucher amount (memo)

2nd quarter: Voucher amount (memo)

3rd quarter: Voucher amount (memo)

4th quarter: Voucher amount (memo)

Estimated Tax (1040-ES)

Apply Overpayment to Next Year

Estimated Options

Rounding: 1=\$1, 2=\$10, 3=\$100, 4=\$1,000 [O]

Penalties and Interest

1=Form 2210F

Wages

Employer Identification Number

Name of Employer

Street Address

City

State

ZIP Code

1=foreign address

1=Spouse W-2

Wages, tips, other compensation

Box 12 codes (max 4)

1=Statutory Employee

1=Retirement Plan

Employee Information (if different than client information): Name

Employee Information (if different than client information): Street Address

Employee Information (if different than client information): City

Employee Information (if different than client information): State

Employee Information (if different than client information): ZIP Code

Electronic Filing (W-2 State/Local): State Name

Electronic Filing (W-2 State/Local): State Identification Number

List of Converted Items: TaxWorks to ProSeries

Electronic Filing (W-2 State/Local): Locality Name

Interest

Name of Payer

Seller-Financed Mortgage: Social security number

Seller-Financed Mortgage: Employer ID number (if entity)

Seller-Financed Mortgage: Street Address

Seller-Financed Mortgage: City

Seller-Financed Mortgage: State

Seller-Financed Mortgage: ZIP code

Seller-Financed Mortgage: Country

Banks, Savings & Loans, Credit Unions, etc.

Seller-financed mortgage (enter addr. & SSN above)

US Bonds, T-Bills, etc. (nontaxable to state)

Dividends

Name of Payer

Total Ordinary Dividends

Qualified Dividends

Total Capital Gain Distributions

Pensions, IRA, W-2G

Roth/Other Deferrals:

Trad./SEP/SIMPLE IRA to Roth IRA:

Amount subject to tax in 2012 (8606, line 20b)

Taxpayer & Spouse

Qualified Plan to Roth IRA:

Amount subject to tax in 2012 (8606, line 25b)

Taxpayer & Spouse

Midwestern Disaster Deferrals:

2009 Form 8930:

Other than IRAs:

Taxable distributions (8930, line 11)

IRAs:

Taxable distributions (8930, line 26)

2010 Form 8930:

Other than IRAs:

2010 repayments plus excess
repayments from 2009 (8930, line 8)

Distributions subject to tax in 2010
before repayments (8930, line 3)

IRAs:

2010 repayments plus excess
repayments from 2009 (8930, line 17)

Distributions subject to tax in 2010 before repayments (8930, line 12)

Form 1099-R:

Payer Information: Name of Payer

Payer Information: Street address

Payer Information: City

Payer Information: State

Payer Information: ZIP code

1=foreign address

1=Spouse

Distribution Code #1

1=IRA/SEP/SIMPLE

Electronic Filing: State name #1

Electronic Filing: State identification number #1

Electronic Filing: Name of locality #1

Cost in Plan at Annuity Starting Date (pluse death benefit exclusion)

Annuity Starting Date (m/d/y)

Age at Annuity Starting Date

Amount Recovered Tax Fee After 1986

Recipient Information: Name

Recipient Information: Street Address

Recipient Information: City

Recipient Information: State

Recipient Information: Zip Code

Account Number

SS Benefits, Alimony, Misc Income

Income Subject to Self-employment Tax

Other Income

Gambling Winnings and Losses

W-2G Payer Information:

Name of Payer

Street Address

City

State

ZIP code

1=Foreign Address

Federal Employer Identification number

W-2G Gambling Winnings:

1=Spouse W-2G

Gross Winnings

State Name

State Identification Number

State Refunds and Unemployment Compensation

Name of payer

1=spouse, 2=allocate ('allocate' reserved for state refunds only)

Unemployment Compensation: Total received

Unemployment Compensation: Current year overpayment repaid

Federal Income Tax Withheld

Farm Amounts: Agricultural Payments

State Tax Withheld

Payer's identification number

Schedule C

Principal Business or Profession

Principal Business Code

Business Name, if different from Form 1040

Business Address, if different from Form 1040

City, if different from Form 1040

Address, if different from 1040: State

Address, if different from 1040: Zip Code

Employer ID Number

If Accounting Method Not Cash or Accrual, Specify

Accounting Method: 1=Cash, 2=Accrual

Inventory Method: 1=Cost, 2=Lower c/m, 3=Other

1=Spouse, 2=Joint

1=W=2 earnings as statutory employee [O

1=Did Not Materially Participate

Gross Receipts or Sales

Returns and allowances

Other Income

List of Converted Items: TaxWorks to ProSeries

Purchases
Cost of Labor
Materials and supplies
Other costs
Inventory at end of year
Other Inventory Method
Advertising
Car and truck expenses [A]
Commissions
Contract labor
Employee benefit programs
Insurance (other than health)
Interest: Mortgage – banks, etc. (1098)
Interest: Other [A]
Legal and professional
Office expense
Pension & Profit Sharing Plans: Contributions
Rent or Lease: Vehicles, machinery, equipment [A]
Rent or Lease: Other
Repairs
Supplies
Travel, Meals, and Entertainment: Travel
Travel, Meals, and Entertainment: Meals and entertainment in full (50%)
Utilities
Wages: Total wages
Other Expenses

Dispositions (Sch. D/4797/etc.)

Description of property
Date acquired (m/d/y or –m/d/y)
Date sold (m/d/y or –m/d/y)
Sales price
Gross profit ratio (.xxxx or 1=100%)
AMT gross profit ratio
Prior years' payments [O]
Ordinary income (-1=none, triggers 4797)
Remaining unrecaptured Section 1250 gain
Property Received: Description
Property Received: Date property identified (m/d/y)
Property Received: Date property received (m/d/y)
Related Party: Name or related party
Related Party: Street Address
Related Party: City
Related Party: State
Related Party: ZIP code
Related Party: Taxpayer ID number
Related Party: Relationship to taxpayer
1=Marketable Security

Schedule E

Kind of Property
Location of Property: Street address
Location of Property: City
Location of Property: State
Location of Property: ZIP code
Type of property (ctrl+T)

Other type of property
Percentage of ownership if not 100% (.xxxx)
1=Spouse, 2=Joint
Qualified Joint Venture
If Required to File Form(s) 1099, Did You or Will You File All Required Form(s) 1099: 1=Yes, 2=No
1=nonpassive activity, 2=passive royalty
1=Did Not Actively Participate
1=Real Estate Professional
Rents Received
Royalties Received
Direct Expenses:
Advertising
Auto and Travel [A]
Cleaning and maintenance
Commissions
Insurance (Except PMI)
Legal and Professional Fees
Interest: Mortgage – Banks, etc. (Form 1098) [A]
Repairs
Supplies
Taxes: Real Estate
Utilities
Other Expenses

Farm Income (Schedule F/Form 4835)

Principal Product
Employer ID Number
Agricultural Activity Code
Accounting Method: 1=Cash, 2=Accrual
1=Spouse, 2=Joint
1=Farm Rental (Form 4835)
If Required to File Form(s) 1099, Did You or Will You File All Required Form(s) 1099: 1=Yes, 2=No
1=Did Not Materially participate (Sch. F only)
1=Did Not Actively Participate (4835 Only)
1=Real Estate Professional (4835 Only)
Cash Method: Sales of livestock, produce, etc. bought for resale
Accrual Method: Sales of livestock, produce, etc.
Accrual Method: Cost of livestock, etc. purchased
Accrual Method: Ending inventory of livestock, etc.
Taxable cooperative distributions
Total agricultural program payments (other than CRP) [O]
Taxable agricultural program payments (other than CRP) [O]
Total commodity credit loans forfeited or repaid
Taxable commodity credit loans forfeited/repaid
Total crop insurance proceeds received in current year
Taxable Crop Insurance proceeds received in current year
Taxable crop insurance proceeds deferred from prior year
Custom hire (machine work) income
Car and truck expenses [A]
Chemicals
Conservation Expenses: Current year
Customer hire (machine work)
Employee benefit programs
Feed purchased
Fertilizers and lime

List of Converted Items: TaxWorks to ProSeries

Freight and trucking
Gasoline, fuel, oil
Insurance (other than health)
Interest: Mortgage - banks, etc. (1098)
Interest: Other [A]
Labor hired
Pension & Profit Sharing Plans: Contributions
Rent or Lease: Vehicles, machinery, equip. [A]
Rent or Lease: Other (land, animals, etc.)
Repairs and maintenance
Seeds and plants purchased
Storage and warehousing
Supplies purchased
Taxes [A]
Utilities
Veterinary, breeding, and medicine
Other Expenses
Partnership K-1
Employer Identification Number
Name of Partnership
1=Publicly Traded Partnership
Blank=Taxpayer, 1=Spouse, 2=Joint
1=Not a Passive Activity
1=Actively Participated in Real Estate
1=Real Estate Professional
S Corporation K-1
Employer Identification Number
Name of S Corporation
Blank = taxpayer, 1 = spouse, 2 = joint
1=Not a Passive Activity
1=Actively Participated in Real Estate
1=Real Estate Professional
Estate and Trust K-1
Employer Identification Number
Name of Estate or Trust
Blank=Taxpayer, 1=Spouse, 2=Joint
1=Not a Passive Activity
1=Actively Participated in Real Estate
1=Real Estate Professional
Depreciation (4562)
Description of Property
Form
Activity name or number
Category
Date Placed in Service
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
Prior Section 179 expense
Prior special depreciation allowance
Prior depreciation/amortization
AMT Depreciation: Current depreciation (-1=none) [O]

AMT Depreciation: Prior Depreciation (MACRS only)
Percentage of Business Use (.xxxx)
1=Listed Property
1=No evidence to support business use claimed
1=No written evidence to support business use claimed
1=Vehicle is available for off-duty personal use
1=No other vehicle is available for personal use
1=Vehicle is used primarily by a more than 5% owner
1=provide vehicles for employee use
1=Prohibit employee personal use of vehicles
1=Prohibit employee use, except commuting
1=Treat all use of vehicles as personal use
1=Provide more than five vehicles and retain information
1=Meet qualified automobile demonstration requirements
Current Year: Total mileage
Current Year: Business mileage
Current Year: 1=force actual expenses, 2=force standard mileage rate
* 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 TaxWorks Depreciation Schedules when reviewing the accuracy of the Depreciation Conversion.
Adjustments to Income
Taxpayer: IRA contributions (1=maximum)
Taxpayer: 1=Covered by Employer Plan, 2=Not Covered [O]
Taxpayer: Alimony Paid: Recipient's SSN
Taxpayer: Other Adjustments
Spouse: IRA Contributions (1=maximum)
Spouse: 1=Covered by Employer Plan, 2=Not Covered [O]
Spouse: Alimony Paid: Recipient's SSN
Spouse: Other Adjustments
Itemized Deductions
Prescription Medicines and Drugs
Insurance Premiums not entered elsewhere (excluding L/T care) [A]
Long-Term Care: Premiums not entered elsewhere – Taxpayer [A]
Lodging and Transportation: Medical Miles Driven
Other Medical
Real Estate Taxes: Principal residence [A]
Personal Property Taxes (including value based automobile fees)
Other Taxes
Home Mortgage Interest & Points on Form 1098 [A]
Home Mortgage Interest Not on Form 1098: Payee's Name
Home Mortgage Interest Not on Form 1098: Payee's SSN or FEIN
Home Mortgage Interest Not on Form 1098: Payee's Street Address
Home Mortgage Interest Not on Form 1098: Payee's city, state, and zip
Home Mortgage Interest Not on Form 1098: Amount Paid
Cash Contributions 50% Limitation
Noncash Contributions 50% Limitation
Unreimbursed Employee Expenses (not for use with 2106)
Miscellaneous Deductions (2% AGI): Tax Preparation Fees Amount Paid
Miscellaneous Deductions (2% AGI): Other
Other Miscellaneous Deductions
Noncash Contributions (8283)
Donee: Name of charitable organization
Donee: Street Address

List of Converted Items: TaxWorks to ProSeries

Donee: City
Donee: State
Donee: ZIP code
Description of Property (other than vehicle)
Date of Contribution (m/d/y)
Date Acquired (m/y)
Donor's Cost or Basis
Fair Market Value
Method used to determine fair market value

Business Use of Home (8829)

Activity Name or Number
Business Use Area (sq. ft.)
Total Area of Home (sq. ft.)
Total Hours Facility Used (daycare facilities only)
Total Hours Available (if not 8760) [O]
Indirect Expenses: Mortgage Interest [A]
Indirect Expenses: Real Estate Taxes
Indirect Expenses: Casualty Losses
Indirect Expenses: Insurance
Indirect Expenses: Rent
Indirect Expenses: Repairs and Maintenance
Indirect Expenses: Utilities
Indirect Expenses: Excess Mortgage Interest [A]
Indirect Expenses: Other Expenses
Direct Expenses: Mortgage Interest
Direct Expenses: Real Estate Taxes
Direct Expenses: Casualty Losses
Direct Expenses: Insurance
Direct Expenses: Rent
Direct Expenses: Repairs and Maintenance
Direct Expenses: Utilities
Direct Expenses: Excess Mortgage Interest
Direct Expenses: Other Expenses

Vehicle / Employee Business Expenses (2106)

Occupation, if different from Form 1040
1=Spouse (Form 2106)
1=Qualified Performing Artist, 2=Handicapped, 3=Fee-Basis Government Official
Form 2106-EZ: 1=when applicable, 2=suppress
Meals and Entertainment: Meals and Entertainment Expenses in Full
Meals and Entertainment: 1=Department of Transportation
Other Than Meals and Entertainment: Local transportation (bus, taxi, train, etc.)
Other Than Meals and Entertainment: Travel Expenses While Away From Home Overnight
1=Vehicle is Available For Off-Duty Personal Use
1=No Other Vehicle is Available For Personal Use
1=No Evidence to Support Your Deduction
1=No Written Evidence to Support Your Deduction
Vehicle 1: Date Placed in Service (m/d/y)
Vehicle 1: Total Mileage
Vehicle 1: Business Mileage
Vehicle 1: Commuting Mileage
Vehicle 1: Average Daily Round Trip Commute (2106 only)
Vehicle 1: Gasoline, lube and oil
Vehicle 1: Repairs

Vehicle 1: Insurance
Vehicle 1: Vehicle rent or lease payments
Vehicle 1: Inclusion Amount (enter as positive)
Vehicle 1: Value of employee provided vehicle on form W-2 (Form 2106 only)
Vehicle 2: Date Placed in Service (m/d/y)
Vehicle 2: Total Mileage
Vehicle 2: Business Mileage
Vehicle 2: Commuting Mileage
Vehicle 2: Average Daily Round Trip Commute (2106 only)
Vehicle 2: Gasoline, lube and oil
Vehicle 2: Repairs
Vehicle 2: Insurance
Vehicle 2: Vehicle rent or lease payments
Vehicle 2: Inclusion Amount (enter as positive)
Vehicle 2: Value of employee provided vehicle on form W-2 (Form 2106 only)

Foreign Income Exclusion (2555)

General Information:

1=Spouse

Foreign Address of Taxpayer: Street Address

Foreign Address of Taxpayer: City

Foreign Address of Taxpayer: Region

Foreign Address of Taxpayer: Postal code

Foreign Address of Taxpayer: Country

Employer: Name

Employer US Address: Street address

Employer US Address: City

Employer US Address: State

Employer US Address: ZIP code

Employer Foreign Address: Street address

Employer Foreign Address: City

Employer Foreign Address: Region

Employer Foreign Address: Postal code

Employer Foreign Address: Country

Employer: Type

Employer: Type, if Other

Enter Last Year (After '81) Form 2555 or 2555-EZ Was Filed

Country of Citizenship (if not United States) [O]

City and Country of Separate Foreign Residence If Maintained Due to Adverse Living Conditions

Number of days During Tax Year of Separate Foreign Address

Tax Home(s) During Tax Year

Date Tax Homes(s) Were Established

Travel Information:

Name of Country (if not United States)

Date Arrived

Date Left

Dates in US on Business

Income Earned in US [O]

Dates in Country [O]

Bona Fide Residence Test:

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

Ending Date of Bona Fide Residence: Blank=Continues

Living Quarters in Foreign Country (Ctrl+T)

List of Converted Items: TaxWorks to ProSeries

Relationship (if applicable) to family members living abroad with taxpayer

Period Family Lived Abroad (if applicable)

1=Submitted Statement of Non-residency to Country Where Claiming Bona Fide Residence

1=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 Country Under

Address of Home in U.S. Maintained While Living Abroad (if applicable) Street address, City, State, & Zip

1=U.S. Home Rented (if applicable)

Names of Occupants in U.S. Home (if applicable)

Relationship (if applicable)

Physical Presence Test:

Principal Country of Employment

Health Savings Accounts (8889)

Taxpayer: 1=Self-Only Coverage, 2=Family Coverage

LTC Contracts (8853)

First Name of Insured (defaults to policyholder)

Last Name of Insured (defaults to policyholder)

Social security number of Insured (defaults to policyholder)

1=Spouse is Policyholder

1=Other Individuals Received Payments for Insured

1=Insured is Terminally Ill

1=Accelerated death benefits were the only payments received

Dependent Care Credit (2441)

Persons and Expenses Qualifying For Dependent Care Credit: First Name

Persons and Expenses Qualifying For Dependent Care Credit: Last Name

Persons and Expenses Qualifying For Dependent Care Credit: Date of Birth

Persons and Expenses Qualifying For Dependent Care Credit: Social security number

Persons or Organizations Providing Dependent Care: Name

Persons or Organizations Providing Dependent Care: Street Address

Persons or Organizations Providing Dependent Care: City

Persons or Organizations Providing Dependent Care: State

Persons or Organizations Providing Dependent Care: ZIP Code

Persons or Organizations Providing Dependent Care: Identification Number (SSN or EIN)

Persons or Organizations Providing Dependent Care: Total Amount Paid to Care Provider in Current Year For All Dependents

Foreign Tax Credit (1116)

Resident of (name of country)

Name of Foreign Country

Category of Income

Adoption Credit (8839)

Eligible Children: First name [O]

Eligible Children: Last name [O]

Eligible Children: Identification Number (SSN, ATIN, or ITIN) [O]

Eligible Children: Date of Birth (m/d/y) [O]

Eligible Children: 1=Born Before 1993 and Was Disabled

Eligible Children: 1=Special Needs Child

Eligible Children: 1-Foreign Child

Education Credits/Tuition Deduction

Student Information: First Name

Student Information: Last Name

1=American Opportunity, 2=Lifetime Learning Credit

EIC, Residential Energy, Other Credits

Mortgage Interest Credit: Street Address [O]

Mortgage Interest Credit: City [O]

Mortgage Interest Credit: State [O]

Mortgage Interest Credit: ZIP Code [O]

Mortgage Interest Credit: Certificate Credit Rate (.xxxx)

Mortgage Interest Credit: Mortgage Interest Credit Carryover: Prior Two Years

First Time Homebuyer Credit and Repayment of Credit:

Address of Home Qualifying for Credit:

Street address

City

State

Zip Code

Date Acquired

5405, #1: Repayment of Prior Year Credit

Original Credit

Prior year installments (for home purchased in 2008)

Home Destroyed or Condemned:

Date of Event

Home sold through condemnation or under threat of condemnation

Replacement home has been acquired

5405, #2: Repayment of Spouse Prior Year Credit:

Address of Home Qualifying for Credit:

Street address

City

State

Zip Code

Date Acquired

Original Credit

Prior year installments (for home purchased in 2008)

Home Destroyed or Condemned:

Date of Event

Home sold through condemnation or under threat of condemnation

Replacement home has been acquired

Household Employment Taxes (Schedule H)

Employer Identification Number

1=Spouse, 2=Joint

Children Under 18 (8615)

Parent's First Name

Parent's Last Name

Social security number

Parents Election (8814)

Child's: First Name

Child's: Last Name

Child's: Social security number

Banks, credit unions, etc

Nominee distribution

Accrued interest

List of Converted Items: TaxWorks to ProSeries

OID adjustment

ABP adjustment

Total ordinary dividends

Total capital gain distributions

Other Taxes (Schedule SE)

Taxpayer: 1=Exempt and Filed Form 4361

Taxpayer: 1=Exempt and Filed Form 4029

Spouse: 1=Exempt and Filed Form 4361

Spouse: 1=Exempt and Filed Form 4029

Injured Spouse Claim (8379)

Injured Spouse: 1=Taxpayer, 2=Spouse (mandatory)

1= Refund Check Payable to Injured Spouse Only (if divorced or separated)

1= Main Home Was in a Community Property State

Name of Community Property State(s)

Partnership Items to Note (1065)

Items to Note

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- Amounts that are calculated from user input and flow directly to the tax forms can not be captured. This would include carryovers and prior year summary information.
- The following items can NOT be converted from TaxWorks, and may require manual entries in the converted files.
 - Accumulated depreciation
 - Prior year Section 179 expense
 - Carryover amounts, such as credit carryovers.
 - Data on F6 detail fields. (Totals are converted from these fields, but not the detail).
- Close attention should be paid to the items in the following list that are *CAPITALIZED / ITALICIZED*. These are the items that will be captured for the ProSeries client files, but are not necessarily a complete list of items that should be carried-over.
- One digit alphabetic codes, such as the codes in the passthrough K-1 screens, **MUST** be entered in upper case in order to convert.

Because of the capture limitations in the program being converted from, review of each client file to ensure completeness is necessary. Our goal is to reduce manual entry of data and information as much as possible.

Partnership Converted Items (1065)

Client Information

Partnership Name
Partnership DBA
Federal Identification Number
Street Address
City
State
ZIP Code
Telephone Number
Fax Number
Email Address
Fiscal Year End (mm)
Date Business Began (m/d/y)
Business Code
Business Activity
Product or Service
Accounting Method
Other Accounting Method
Type of Entity

Miscellaneous Information

Type of entity filing if "other"

Other Information (Schedule B)

1=Partners in this Partnership Also Partnerships
1=Partnership is a Partner in Another Partnership
1=Partnership Level Tax Treatment Election in Effect for the Current Year
1=Partnership is a Publicly Traded Partnership
1=Partnership Has Interest in a Foreign Bank Account
Name of Foreign Country
1=Partnership is a Grantor of a Foreign Trust

Automatic Extension

1=Qualifies Under Reg. Section 1.6081-5

Partner Information

Partner Name
Identification Number
Street Address
City
State
ZIP Code
Type of Entity
1=Nominee
1=General Partner or LLC Manager
1=Passive Partner
1=Foreign Partner

Partner Percentages

End of Year: Profit Sharing
End of Year: Loss Sharing

End of Year: Ownership of Capital

Cost of Goods Sold

Ending Inventory
Inventory Method: 1=Cost
Inventory Method: 1=Lower of Cost or Market
Inventory Method: Other Method
1=LIFO Inventory Method Adopted
1=Rules of Section 263A Apply

Farm Income (Schedule F)

Principal product
Employer ID number
Agricultural Activity Code
Accounting method: 1=cash, 2=accrual
1=Did Not "Materially Participate"
Ending Inventory of Livestock, etc.
Other Expenses

Depreciation (4562)

Description of Property
Form
Activity name or number
Category (Ctrl+T)
Date Placed in Service
1=Qualified Gulf Opportunity Zone asset
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
Prior Section 179 expense
Prior special depreciation allowance
Prior depreciation/amortization
AMT: Current depreciation (-1=none) [O]
AMT: Prior Depreciation (MACRS only)
Percentage of Business Use (.xxxx)
1=General asset account election
1=Qualified Indian Reservation property
1=Listed Property
1=No evidence to support business use claimed
1=No written evidence to support business use claimed
1=increase deduction limits for electric vehicle, 2=no limits
1=Vehicle is available for off-duty personal use
1=No other vehicle is available for personal use
1=Vehicle is used primarily by a more than 5% owner
1=Prohibit employee personal use of vehicles
1=Prohibit employee use, except commuting
1=Treat all use of vehicles as personal use
1=Provide more than five vehicles and retain information
1=Meet qualified automobile demonstration requirements
Gasoline, lube, oil
Date Sold or Disposed of (m/d/y or -m/d/y)
Expenses of Sale or exchange
Sales Price (-1=none)

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

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

List of Converted Items: TaxWorks to ProSeries

Depreciation - Direct Input

Form
Number of Form
Date Placed in Service
Cost or Basis
Recovery Period
Convention: 1=HY, 2=MQ
Method: 1=200DB, 2=150DB, 3=SL

Depreciation Direct Input (4562) (Continued)

Description of Property
Form (See Table)
Number of Form
Date Placed in Service
Cost or Basis
Recovery Period
Convention: 1=HY, 2=MQ
Method: 1=200DB, 2=150DD, 3=S/L
Percentage of Business Use (.xxxx)
1=No Evidence to Support Business Use Claimed
1=No Written Evidence to Support Business Use Claimed
1=Vehicle is Available for Off-duty Personal Use
1=No Other Vehicle is Available for Personal Use
1=Vehicle is Used Primarily by a More Than 5% Owner
1=Prohibit Employee Personal Use of Vehicles
1=Prohibit Employee Personal Use, Except Commuting
1=Treat All Use of Vehicles as Personal Use
1=Provide More Than Five Vehicles and Retain Information
1=Meet Qualified Automobile Demonstration Equipment

Rental Real Estate Activities (Form 8825)

Kind of Property
Street address
City
State
ZIP code
Type of property
Other type of property
Fair rental days
Other Expenses

Dispositions (Sch. D/4797/etc.)

Description of property
Date acquired
Date sold
Sales price
Gross profit ratio (.xxxx or 1=100%)
Current year principal payments (triggers 6252)
Prior years' payments [O]
Ordinary income (-1=none, triggers 4797)
Remaining unrecaptured Section 1250 gain
Property Received: Description
Property Received: Date property identified
Property Received: Date property received
Related Party: Name
Related Party: Address
Related Party: City, State, Zip
Related Party: Taxpayer ID number

Related Party: Relationship to taxpayer
1=Marketable Security

Increasing Research Activities Credit (Form 6765)

1=Electing Reduced Credit (Section 280C)

Passthrough Entity K-1 Information

Name of K-1 Entity (Partnership and Fiduciary)
Address of K-1 Entity (Fiduciary Only)
Employer Identification Number (Partnership and Fiduciary)

Balance Sheet (Assets) – Ending Amounts

Cash
Trade Notes and Accounts Receivable
Less Allowance for Bad Debts
Inventories, if Different from Screen 11
U.S. Government Obligations
Tax-Exempt Securities
Other Current Assets
Loans to Partners
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) - Ending Amounts

Accounts Payable
Mortgages, Notes, Bonds, Payable - Current Year
Other Current Liabilities
All Nonrecourse Loans
Loans from Partners
Mortgages, Notes, Bonds, Payable - Long-Term
Other Liabilities
Partner's Capital Accounts

Schedule M-3

Schedule M-3: 1=Force, 2=Suppress
Reportable Entity Partner: Entity Name
Reportable Entity Partner: EIN
Reportable Entity Partner: Ownership Percentage
Type of Income Statement Prepared
Restated Income Statement Explanation
Accounting standard used

Corporation Items to Note (1120)

Items to Note

Please give special attention to the following details about certain 1120 carryover information that will be captured to build the ProSeries client files used for transfer to the next year ProSeries Tax program. These items should be noted due to capture limitations within the TaxWorks corporate module.

- Amounts that are calculated from user input and flow directly to the tax forms can not be captured. This would include carryovers and prior year summary information.
- The following items can NOT be converted from TaxWorks, and may require manual entries in the converted files.
 - Accumulated depreciation
 - Prior year Section 179 expense
 - Carryover amounts, such as credit carryovers.
 - Data on F6 detail fields. (Totals are converted from these fields, but not the detail).
- Close attention should be paid to the items in the following list. These are the items that will be captured for the ProSeries client files, but are not necessarily a complete list of items that should be carried-over.

Because of the capture limitations in the program being converted from, review of each client file to ensure completeness is necessary. Our goal is to reduce manual entry of data and information as much as possible.

Corporation Converted Items (1120)

The **underlined and bolded** titles in the following list correspond to the titles on the Contents screen of the Lacerte tax program. All captured carryover amounts are indicated in *UPPERCASE* format.

Client Information

Corporation Name
Federal Identification Number
Street Address
City
State
ZIP Code
Telephone Number
Fax Number
E-Mail Address
Fiscal Year End (mm)
Date Incorporated (m/d/y)
Business Code
Business Activity
Product or Service
Accounting Method
Other Accounting Method
Number of Shareholders

Officer Information

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

Miscellaneous/Other Information

1=Converted Client (Proforma Use only)
1=Allow Preparer/IRS Discussion
1=Qualified Personal Service Corporation
1=Nonqualified Personal Service Corporation
1=Consolidated Return
1=Personal Holding Company
1=Foreign Person Owns Over 25% of Corporation's Stock
Percentage Owned by Foreign Person (xxx.xx)
Foreign Owner's Country
If required to file Form(s) 1099 in 2011, did or will the corporation file all required Forms 1099: 1=yes, 2=no
Preparer name on 1120: 1, 2, or 3

50% or More Owners of This Corporation

Name
Federal Identification Number

Income

Other Income

Cost of Goods Sold

Other Costs
Ending Inventory
Inventory Method: 1=Cost
Inventory Method: 1=Lower of Cost or Market
Inventory Method: Other Method
1=Rules of Section 263A Apply

Dispositions (Sch. D/4797/etc.)

Description of property
Date acquired
Date sold
Sales price
Gross profit ratio (.xxxx or 1=100%)
Current year principal payments (triggers 6252)
Prior years' payments [O]
Ordinary income (-1=none, triggers 4797)
Remaining unrecaptured Section 1250 gain
Property Received: Description
Property Received: Date property identified
Property Received: Date property received
Related Party: Name
Related Party: Address
Related Party: City, State, Zip
Related Party: Taxpayer ID number
Related Party: Relationship to taxpayer
1=Marketable Security

Deductions

Other Deductions

Depreciation (4562)

Description of Property
Form
Activity name or number
Category (Ctrl+T)
Date Placed in Service
1=Qualified Gulf Opportunity Zone asset
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
Prior Section 179 expense
Prior special depreciation allowance
Prior depreciation/amortization
AMT: Current depreciation (-1=none) [O]
AMT: Prior Depreciation (MACRS only)
Percentage of Business Use (.xxxx)
1=General asset account election
1=Qualified Indian Reservation property
1=Listed Property
1=No evidence to support business use claimed
1=No written evidence to support business use claimed
1=increase deduction limits for electric vehicle, 2=no limits

List of Converted Items: TaxWorks to ProSeries

1=Vehicle is available for off-duty personal use
1=No other vehicle is available for personal use
1=Vehicle is used primarily by a more than 5% owner
1=Prohibit employee personal use of vehicles
1=Prohibit employee use, except commuting
1=Treat all use of vehicles as personal use
1=Provide more than five vehicles and retain information
1=Meet qualified automobile demonstration requirements

Gasoline, lube, oil

Date Sold or Disposed of (m/d/y or -m/d/y)

Expenses of Sale or exchange

Sales Price (-1=none)

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

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

Depreciation - Direct Input

Form

Number of Form

Date Placed in Service

Cost or Basis

Recovery Period

Convention: 1=HY, 2=MQ

Method: 1=200DB, 2=150DB, 3=SL

Depreciation Direct Input (4562) (Continued)

Description of Property

Form (See Table)

Number of Form

Date Placed in Service

Cost or Basis

Recovery Period

Convention: 1=HY, 2=MQ

Method: 1=200DB, 2=150DD, 3=S/L

Percentage of Business Use (.xxxx)

1=No Evidence to Support Business Use Claimed

1=No Written Evidence to Support Business Use Claimed

1=Vehicle is Available for Off-duty Personal Use

1=No Other Vehicle is Available for Personal Use

1=Vehicle is Used Primarily by a More Than 5% Owner

1=Prohibit Employee Personal Use of Vehicles

1=Prohibit Employee Personal Use, Except Commuting

1=Treat All Use of Vehicles as Personal Use

1=Provide More Than Five Vehicles and Retain Information

1=Meet Qualified Automobile Demonstration Equipment

Regular Net Operating Losses

Note: These will convert one year off in ProSeries, but when proforma'd will be correct.

1st - 14th Prior Year NOL

1st - 14th Prior Year Utilizations

Non-cash Contributions (8283)

Donee: Name of Charitable Organization

Donee: Street Address

Donee: City

Donee: State

Donee: ZIP Code

Schedule A (8609) / LIH Recapture (8611)

Building Identification Number

1=Newly Constructed or Existing Building

2=Section 42(e) Rehabilitation Expenditures

Schedule PH

Excess Expenses/Depr. Under Section 545(B)(6): Kind of Property

Excess Expenses/Depr. Under Section 545(B)(6): Date Acquired (m/d/y)

Excess Expenses/Depr. Under Section 545(B)(6): Cost or Basis

Balance Sheet (Assets)-Ending Amounts

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)

Other Assets

Balance Sheet (Liabilities and Capital)-Ending Amounts

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

Adjustments to Shareholders Equity

Less Cost of Treasury Stock

Schedule M-3

Type if Income Statement Prepared (see table)

Voting Common Stock: 1=Any of Corporation's Voting Common Stock is Publicly Traded

If So, Symbol of Primary U.S. Publicly Traded Voting Common Stock

If So, That Stock's CUSIP

Tax Shelter Statement / Form 8886

Entities and individuals involved in reportable transactions (note: only the first occurrence is captured, second entity is not)

S Corporation Items to Note (1120S)

Items to Note

Please give special attention to the following details about certain 1120S carryover information that will be captured to build the ProSeries client files used for transfer to the next year ProSeries Tax program. These items should be noted due to capture limitations within the TaxWorks Individual module.

- Amounts that are calculated from user input and flow directly to the tax forms can not be captured. This would include carryovers and prior year summary information.
- The following items can NOT be converted from TaxWorks, and may require manual entries in the converted files.
 - Accumulated depreciation
 - Prior year Section 179 expense
 - Carryover amounts, such as credit carryovers.
 - Data on F6 detail fields. (Totals are converted from these fields, but not the detail).
- Close attention should be paid to the items in the following list that are *CAPITALIZED / ITALICIZED*. These are the items that will be captured for the ProSeries client files, but are not necessarily a complete list of items that should be carried-over.
- One digit alphabetic codes, such as the codes in the passthrough K-1 screens, **MUST** be entered in upper case entries in order to convert.

Because of the capture limitations in the program being converted from, review of each client file to ensure completeness is necessary. Our goal is to reduce manual entry of data and information as much as possible.

S Corporation Converted Items (1120S)

Client Information

S Corporation Name
S Corporation DBA
Federal Identification Number
Primary Contact
Street Address
City
State
ZIP Code
Telephone Number
Fax Number
E-Mail Address
Fiscal Year End (mm)
Date Incorporated (m/d/y)
Date Elected S Corp. (m/d/y)
Business Code
Business Activity
Product or Service
Accounting Method
Other Accounting Method

Misc. Info., Other Info., Amended Return, Schedule N

Title of Signing Officer
Allow Preparer/IRS Discussion: 1=Yes, 2=No, 3=Blank [O]
Own Domestic Corporation? – Name
Own Domestic Corporation? – Street Address
Own Domestic Corporation? – City
Own Domestic Corporation? – State
Own Domestic Corporation? – ZIP Code
Own Domestic Corporation? – Federal ID Number
Own Domestic Corporation? – Percentage Owned
Own Domestic Corporation? – QSub Election Made
1=S Corporation is Required to File Under Section 6111
Tax Shelter Registration Number
1=Issued OID Debt Instruments
1=Corporation Owned Foreign Disregarded Entity
If Required to File Forms 1099 in the current year, did you or will you file all required form 1099's: 1=Yes, 2=No
Number of Forms 8858 Attached [O]
Foreign Partnership – Name
Foreign Partnership – EIN
Foreign Partnership – Forms Filed
Foreign Partnership – Tax Matters Partner
Number of Forms 8865 Attached
1=Corporation is a Shareholder of a Controlled Foreign Corporation
Number of Forms 5471 Attached [O]
1=Corporation Received Distribution From, or Grantor of Foreign Trust
1=Interest in Foreign Bank Account
Name of Foreign Country
Number of Forms 8873 Attached (Extraterritorial Income Exclusion) [O]

Shareholder Information

Shareholder Name

S Corporation Converted Items (1120S)

Identification Number

Street Address

City

State

ZIP Code

Stock Ownership

Shareholder Name

Percentage of Stock Owned at Year End (xx.xxxxx) [O]

Estimates

Overpayment Applied from Prior Year

Penalties and Interest

Form 2220 Options (see table) [O]

Optional Annualized Methods: 1=option 1, 2=option 2, blank=standard

Cost of Goods Sold

Inventory Method: 1=Cost

Inventory Method: 1=Lower of Cost or Market

Inventory Method: Other Method

1=Rules of Section 263A Apply (9e)

Depreciation (4562)

Description of Property

Form

Activity name or number

Category (Ctrl+T)

Date Placed in Service

1=Qualified Gulf Opportunity Zone asset

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

Prior Section 179 expense

Prior special depreciation allowance

Prior depreciation/amortization

AMT: Current depreciation (-1=none) [O]

AMT: Prior Depreciation (MACRS only)

Percentage of Business Use (.xxxx)

1=General asset account election

1=Qualified Indian Reservation property

1=Listed Property

1=No evidence to support business use claimed

1=No written evidence to support business use claimed

1=increase deduction limits for electric vehicle, 2=no limits

1=Vehicle is available for off-duty personal use

1=No other vehicle is available for personal use

1=Vehicle is used primarily by a more than 5% owner

1=Prohibit employee personal use of vehicles

1=Prohibit employee use, except commuting

1=Treat all use of vehicles as personal use

1=Provide more than five vehicles and retain information

1=Meet qualified automobile demonstration requirements

Gasoline, lube, oil

Date Sold or Disposed of (m/d/y or -m/d/y)

Expenses of Sale or exchange

Sales Price (-1=none)

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

S Corporation Converted Items (1120S)

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

Depreciation - Direct Input

Form

Number of Form

Date Placed in Service

Cost or Basis

Recovery Period

Convention: 1=HY, 2=MQ

Method: 1=200DB, 2=150DB, 3=SL

Depreciation Direct Input (4562) (Continued)

Description of Property

Form (See Table)

Number of Form

Date Placed in Service

Cost or Basis

Recovery Period

Convention: 1=HY, 2=MQ

Method: 1=200DB, 2=150DD, 3=S/L

Percentage of Business Use (.xxxx)

1=No Evidence to Support Business Use Claimed

1=No Written Evidence to Support Business Use Claimed

1=Vehicle is Available for Off-duty Personal Use

1=No Other Vehicle is Available for Personal Use

1=Vehicle is Used Primarily by a More Than 5% Owner

1=Prohibit Employee Personal Use of Vehicles

1=Prohibit Employee Personal Use, Except Commuting

1=Treat All Use of Vehicles as Personal Use

1=Provide More Than Five Vehicles and Retain Information

1=Meet Qualified Automobile Demonstration Equipment

Farm Income/Expenses (Schedule F)

Principal Product

Employer ID Number

Accounting Method: 1=Cash, 2=Accrual

If Required to File Forms 1099 in the current year, did you or will you file all required form 1099's: 1=Yes, 2=No

1=Did Not "Materially Participate"

Ending Inventory of Livestock, etc.

Other Expenses

Rental Real Estate Activities (8825)

Kind of Property

Location of Property

Other Expenses

Dispositions (Sch. D/4797/etc.)

Description of property

Date acquired

Date sold

Sales price

Gross profit ratio (.xxxx or 1=100%)

Current year principal payments (triggers 6252)

Prior years' payments [O]

Ordinary income (-1=none, triggers 4797)

Remaining unrecaptured Section 1250 gain

Property Received: Description

Property Received: Date property identified

Property Received: Date property received

Related Party: Name

Related Party: Address

S Corporation Converted Items (1120S)

Related Party: City, State, Zip

Related Party: Taxpayer ID number

Related Party: Relationship to taxpayer

1=Marketable Security

Passthrough Entity K-1 Information (Partnership only unless otherwise noted)

Name of K-1 Entity (Partnership and Fiduciary)

Address of K-1 Entity (Fiduciary Only)

Employer Identification Number (Partnership and Fiduciary)

Tax Shelter Registration Number (Partnership and Fiduciary)

Other Income (Loss)

Other Deductions

Other Credits

Other AMT Items (F)

Other Information

Noncash Contributions (8283)

Name of Charitable Organization

Street Address

City

State

ZIP Code

Donee Employer Identification Number (of charitable org.)

Credits (Schedule K)

Increasing Research Credit (6765)

1= electing reduced credit (Section 280C)

Indian Employment Credit (8845)

Qualified Wages: 1993

Qualified Health Insurance: 1993

Other Credits – Schedule K Lines 13c – 13g

Rental Real Estate Credits

Other Rental Credits

Other Credits

Schedule A (8609) / LIH Recapture (8611)

Building ID Number (BIN)

1=Newly Constructed or Existing Building, 2=Section 42(e) Rehabilitation Expenditures

1=S Corporation 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: 1=yes, 2=no

1=Decrease in the Building's Qualified Basis for This Tax Year

Eligible Basis From Form 8609, Part II, Line 7b

Low-Income Portion (Line 2) (.xxx) [O]

Credit Percentage from Form 8609, Part I, Line 2 (.xxx)

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

Other Schedule K Items

Other Items and Amounts (Line 17d)

S Corporation Converted Items (1120S)

Balance Sheet (Assets)-Ending Amounts

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 Equity)-Ending Amounts

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

Balance Sheet Miscellaneous

Current Year Book Depreciation
Current Year Book Amortization

Schedule M-3

Schedule M-3: 1=Force, 2=Suppress
Type of income statement prepared
Restatement of Corporation's Income Statement for Preceding Income Statement Periods