

Name(s): _____

Date: _____

Tax Year 2021

J. Capra Tax

Tax Preparation for Entertainers and Others

213-618-8135 www.CapraTax.com 26893 Bouquet Canyon Rd. #C193, Santa Clarita, CA 91350

PLEASE READ ~ SO MUCH IS NEW!

Once again this tax year does not look or act like any tax year that has come before!

Tax law changes from President Joe Biden that benefited most every American; forgiving some unemployment and forgiving repayment of government health insurance subsidies, were only for Tax Year 2020. The Govt. Health Insurance subsidy dropped to \$1 if you received ANY unemployment in 2021. This ended in December 2021.

The *previous* administration eliminated a lot of "Employee" business deductions from your FEDERAL tax return, but CA, NY, AL, AK, HI, MN and PA still allow those deductions to reduce your taxable income. And if you are an "Independent Contractor", your expenses still benefit you just like they always have!

So please fill-in this tax packet completely.

In light of the ever-increasing threat of internet identity theft, please **password protect** any emailed documents, or use my PREFERRED METHOD: make **COPIES** of your documents, and your filled-in tax packet worksheets, keep the originals with you, and use USPS Priority Mail Flat Rate (about \$8.00)

to send your documents to:

J. Capra Tax
26893 Bouquet Cyn. Rd. # C193
Santa Clarita, CA 91350

Once you have filled in the Capra Tax Packet (*do this in December!*), and have received ALL of your tax docs, THEN you can book our appointment on my website on the **BOOK IT!** Tab. Because we will likely be working remotely, I may not finish your return in the time-slot that you have chosen BUT (*this is NEW this year*) I must have received your completed tax packet and ALL of your tax documents no later than the day BEFORE your appointment. So if you book with me on the 11th, I must receive everything no later than the 10th. That means you will Mail all of your copies to me 4 days before your appointment, or Email the pdf no later than the day before your appointment.

- ❖ Married Couples, please fill in ONE Tax Packet.
- ❖ I do not want to see your receipts. Signing the Engagement of Services Agreement (on the next pages) says that you added up, and can prove, your numbers.
- ❖ I do not want your spreadsheets. Transfer your numbers into the Tax Packet. I keep my prices low because you "do the math" ;-)
- ❖ I do not want your check stubs. I DO want you to stack up your check stubs by payer, and make sure there's a W-2 or 1099 on top of each stack. This way you can get any missing tax documents BEFORE making your appointment. (*See page 2 for an unexpected benefit!*)
- ❖ Take every tax doc out of its envelope. It's a felony for me to open your mail, and how are you going to compare your check stubs with your W-2s and 1099s otherwise?
- ❖ If you have an **IRS IP PIN** you MUST give a copy of that letter to me. You'll get a new one every year.
- ❖ Fill-in this Tax Packet in **December – now there's a great idea!** As soon as you get ALL of your income, investment, interest and other tax documents, (that you've taken out of the envelopes) then and only then should you make our appointment.
- ❖ **You MUST be able to prove every number with receipts, not just bank statements ...or guessing.**
- ❖ With respect to the Coronavirus (COVID-19) pandemic, and in light of those who refuse vaccines and basic masking, J. Capra Tax will use reasonable efforts to complete the preparation and e-filing of your 2021 tax returns, while also taking necessary steps to protect the health, welfare and safety of both you and me.

Continued on next page...

PRE-APPOINTMENT CHECK LIST

PLEASE BRING, OR PRESENT ME WITH, **ALL** OF YOUR DOCUMENTS **AT ONE TIME**.

	yes / no:
Completely filled in Capra Tax Packet	Yes
Last year's tax return - <i>only if I didn't do it</i>	
Stack up your check stubs. Be sure you have ALL of your *W-2s	
Stack up your check stubs. Be sure you have ALL of your *1099s	
ALL CASH INCOME that you are self-reporting; venmo, paypal, personal check, credit card, etc. – write in at the top of page 8	
Bank interest and dividends – 1099-INT, 1099-DIV	
Sale of stocks, bonds, mutual funds, etc. – 1099-B	
Unemployment – 1099-G	
<i>(if I didn't do last year's return)</i> State Refunds – 1099-G	
Social Security – SSA-1099	
IRA Distributions – 1099-R	
Pension Distributions – 1099-R	
If you TAKE credit cards as payment. Summary from (for example) Square – 1099-K	
<i>we advise you wait until your tax return is done:</i> IRA Contributions	
HSA Contribution form 8889	
Health Insurance 1095-A, B, or C	
Home Mortgage Interest , PMI, and Property Tax	
Student Loan Interest – 1098-E	
Tuition Expense – 1098-T	
Closing statements if you BOUGHT or SOLD PROPERTY	
Partnerships, Trusts and Corporations – K-1	

I can't say this enough; people in 'the biz' (and sometimes civilians) have several employers.

*If you are missing even one W-2 or 1099, you will get a nasty'gram from the IRS & State with an equally nasty bill attached.

PLEASE stack up your check stubs by payer, and make sure there is a W-2 or 1099 to go on the top of each stack. **Unexpected benefit:** One year I had over \$1,000 on a W-2 but there was no matching check stub, the residual check never got to me. I wouldn't have known to call to get the check if I hadn't matched my check stubs and tax docs!

ENGAGEMENT OF SERVICES AGREEMENT

J. Capra Tax

Tax Preparation for Entertainers and Others

213-618-8135 <> www.CapraTax.com <> 26893 Bouquet Canyon Rd. #C193, Santa Clarita, CA 91350

PRINT YOUR NAME(s): _____

DATE: _____

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services I will provide. Our engagement is limited in scope and will be confined to the procedures and practices as set forth herein:

I will prepare your Federal income tax return, and income tax returns for the **STATES OF** _____, with supporting schedules, and perform related research as considered necessary (herein after known collectively as the "returns"). This engagement pertains only to the **TAX YEAR** _____.

My engagement will be complete upon the delivery of the completed returns to you, unless you notify me that you require further tax services including, but not limited to, amendments, audit representation, extensions, past year returns, and any and all other services related to your income tax returns which you request.

The fees for my primary services are per, and as specified in, the accompanying schedule, and services not specifically identified therein will also be based on an hourly rate of **\$260 per hour** or the scheduled rate I publish for that time frame of the current tax year. Your actual client fees incurred will be based on the complexity of your returns, and the time necessary to complete such services.

Based on what can be anticipated for your present expressed needs, I *estimate* that the fees you will pay to Jordana Capra/J. Capra Tax will range from **\$250 - \$800** (see attached fee schedule on next page) for preparing your Federal and any State income tax returns. This figure may change if more time and/or services other than written above prove to be needed, including services at a later date, such as preparing amendments and providing audit representation. If we anticipate our fees exceeding the aforementioned range, you will be presented the new fees in writing, so as to obtain your approval before continuing with the engagement.

Should my services for a given tax year extend for more than a one-year period, another Engagement of Services Agreement needs to be completed for each year of continuing work.

Please take special note that unless the processing of electronic filing is appropriate for your returns, you will be solely responsible to file any returns I prepare for you with the appropriate taxing authorities.

I will furnish you with my Tax Packet Worksheets to guide you in gathering and understanding the necessary information required for your tax preparation. Your thorough completion and use of these worksheets provide for the most accurate return, and assist me in keeping my fees to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. I will not audit or otherwise verify the data you submit. Accordingly, my engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist in the information you have provided. You are responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system for safeguarding assets, for authorizing transactions and retaining supporting documentation for those transactions and for devising an internal control system that will help assure the proper preparation of financial statements.

Understand that should you choose to file a return in arrears of the current tax year, or when an amended return is appropriate, a refund is only available to you for 3 years prior to the current tax year.

Continued on next page...

ENGAGEMENT OF SERVICES AGREEMENT continued

In addition to the information you have placed in the Tax Packet, or other papers you may provide, you further acknowledge that to the best of your knowledge and belief during the interview/preparation process you have provided accurate, complete and full disclosure in your answers to any and all questions regarding income, expenses, deductions and exemptions in an effort to ensure that your return is prepared accurately.

To the extent I render any accounting and/or bookkeeping assistance, it will be limited to those tasks I deem necessary for the preparation of the returns and may lead to additional costs. Therefore, your commitment is essential to my ability to complete this engagement. Specifically, I must receive comprehensive information from which to prepare your returns within a reasonable period of time.

If, during our work, I discover information that affects your prior-year tax returns, I will make you aware of the facts. However, I cannot be responsible for identifying all items that may affect your prior-year returns. If you become aware of such information during the year, please contact me to discuss the best resolution of the issue.

It is always possible your returns may be selected for review (audit) by one or more taxing authority. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such tax examination(s), I will be available upon your written request to represent you during the examination and/or during any appeal for an additional hourly fee.

You should retain all the documents, receipts, records, canceled checks and other data that form the basis of income and deductions for at least Seven Years. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign the returns and/or the e-file Signature Authorization Forms.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

In acknowledgment and acceptance of these terms and considerations, and as client(s) of Jordana Capra / J. Capra Tax, (I) (we) hereby enter (my) (our) signature(s).

TAXPAYER SIGNATURE: _____ **DATE:** _____

SPOUSE SIGNATURE: _____ **DATE:** _____

RATE SCHEDULE

Based on a 90-minute tax return

January – February \$250	Married Filing Joint add \$100
March 1 – 15 \$300	Single Member LLC Add \$250
March 16 – 31 \$350	Additional States add \$40 per state
April – December (and prior years) \$400	Additional Time at \$260 per hour Charged in 15-minute increments

A \$50 cancellation fee will be charged for cancellations made within 24 hours.

I must have your completed Tax Packet & ALL Documents 24 hours BEFORE your appointment.

IF YOU ARE MARRIED – PLEASE SHARE ONE PACKET

PRIMARY NAME _____

SPOUSE NAME _____

*fill in highlighted info below,
ONLY if you are NEW or info has changed:*

*fill in highlighted info below,
ONLY if you are NEW or info has changed:*

Occupation _____

Occupation _____

Soc. Sec. # _____

Soc. Sec. # _____

Date of Birth _____ Blind Y N
month / day / year

Date of Birth _____ Blind Y N
month / day / year

Drivers License # _____ State: _____

Drivers License # _____ State: _____

DL Issue date _____ Exp. date _____

DL Issue date _____ Exp. date _____

Cell Phone _____

Cell Phone _____

Home Phone _____

Home Phone _____

Email _____

Email _____

Address _____ Unit # _____ Zip Code _____ City _____

FILING STATUS

SINGLE

SEPARATED

WIDOW(ER)

HEAD of HOUSEHOLD

MARRIED / JOINT

Incl. Spouse Name,
SSN & DOB above

Date _____

Must be Single with
one or more dependents

DEPENDENT INFORMATION (use addl. sheet if necessary)

Enter the dependent Code in the first column:

L = Child who lived with you

N = Child who did not live with you due to divorce or separation

O = Other Dependent

CODE	FULL NAME	SOCIAL SECURITY NUMBER	RELATIONSHIP	DATE OF BIRTH	# MONTHS LIVED W/ YOU LAST YEAR

CHILD CARE EXPENSES (use addl. sheet if necessary)

(1) Care Giver _____ Federal ID # _____ \$ _____

Address _____ Phone _____

(2) Care Giver _____ Federal ID # _____ \$ _____

Address _____ Phone _____

BANK INFO ~ FOR ELECTRONIC REFUND OR AMOUNT DUE

fill in ONLY if you are NEW or your bank info has CHANGED:

Bank Name _____ Routing # _____ Account # _____

Account Type: Checking Savings Name on account _____

HEALTH CARE Check one box:

- I had Covered CA or other Government Marketplace Insurance.
You **MUST** give me your form **1095-A** and probably a **California form 3895**
- I had employer offered health insurance (for example SAG-AFTRA). Form 1095-B How many months were you covered? _____
- I had privately purchased health insurance. Form 1095-C How many months were you covered? _____

CHILD TAX CREDIT is enhanced for 2021 in several ways, including raising the per-child payment to \$3,000 for families with income below certain thresholds. To receive this benefit, you **MUST** give me a document for EACH child that includes A) their name and B) your name, or C) at least the last 4 digits of their SSN, for example, their Birth Certificate, Health Insurance Form, Social Security Card
I need a new copy EVERY year that you claim the child.

> Speaking of I.D., please make a one-page copy of your social security cards and your drivers licenses or other state issued photo I.D., and send along with your documents to me. *(It's also smart to keep a copy of your IDs and credit cards in a safe)*

EXTENSIONS

Did you file any EXTENSIONS for your 2021 tax return? Yes No Did you make any payments? \$ _____

CRYPTO CURRENCY

Did you mine, buy, sell or exchange a virtual or crypto currency, use a virtual currency to pay for good and services, or receive a virtual currency as a payment for goods and services? Yes No

STIMULUS PAYMENTS (AKA Recovery Rebate AKA Economic Impact Payment)

3rd FEDERAL Stimulus Payment received in or after March 2021 = \$ _____

CA Golden State Stimulus Payment received April 15th - Dec 2021 = \$ _____

My **INCENTIVIZED PRICING** remains virtually the same as the last 3 years (based on a 90 min. tax return):

- | | |
|-----------------------|--------------------------------------------------------------|
| Jan – Feb = \$250 | Married = \$100 additional <i>(new)</i> |
| Mar 1-15 = \$300 | Extra States = \$40 each |
| Mar 16-31 = \$350 | SMLLC = \$250 <i>...if you don't know, you don't have it</i> |
| Apr – Dec = \$400 | Overtime = \$260 per hour, including |
| (Prior Years = \$400) | amended returns, and non tax return work |

(new) No extra charge for postage, emailed PDFs, and a flash drive. \$50 if you need *another* copy after you are e-filed.

A \$50 cancellation fee will be charged for cancellations made within 24 hours

RENTAL or DRIVING INCOME or SINGLE MEMBER LLC? Download and fill in those worksheets.

ESTIMATED TAX PAYMENTS TOWARD YOUR **2021 TAX BILL**

(IF YOU DON'T KNOW WHAT THIS IS, YOU DIDN'T MAKE ANY)

	FEDERAL	STATE	LOCAL
Quarter 1 = by 4-15-2021	\$	\$	\$
Quarter 2 = by 6-15-2021	\$	\$	\$
Quarter 3 = by 9-15-2021	\$	\$	\$
Quarter 4 = by 1-15-2022	\$	\$	\$

EVERYONE SHOULD FILL OUT THIS PAGE IF MARRIED FILING JOINT COMBINE YOUR NUMBERS

SELF PAID HEALTH INSURANCE including long term care, Medicare <u>supplemental</u> , but not life insurance (Not from your W-2 or Soc. Sec.)	\$												
MEDICAL EXPENSES not reimbursed by insurance. i.e. co-pays, dental, vision, glasses, therapy, prescriptions, PPE, ambulance, parking at medical facilities...	\$												
REAL ESTATE TAXES AKA PROPERTY TAX	\$												
HOME MORTGAGE INTEREST	\$												
PRIVATE MORTGAGE INSURANCE	\$												
DMV REGISTRATION bring in your vehicle registration renewal - - - do NOT include parking/traffic tickets	\$												
INVESTMENT & LEGAL EXPENSES FOR BUSINESS write-in details:	\$												
EDUCATOR EXPENSES K-12 Full-Time teachers only, to the max of \$250	\$												
RETIREMENT PLAN CONTRIBUTIONS Please wait to make any contribution until I do your Tax Return, you have until tax day to contribute for last year. (Do Not include 401-K money from W-2)	<table border="0"> <tr> <td></td> <td align="center">PRIMARY</td> <td align="center">SPOUSE</td> </tr> <tr> <td>TRADITIONAL =</td> <td align="right">\$</td> <td align="right">\$</td> </tr> <tr> <td>SEP =</td> <td align="right">\$</td> <td align="right">\$</td> </tr> <tr> <td>ROTH =</td> <td align="right">\$</td> <td align="right">\$</td> </tr> </table>		PRIMARY	SPOUSE	TRADITIONAL =	\$	\$	SEP =	\$	\$	ROTH =	\$	\$
	PRIMARY	SPOUSE											
TRADITIONAL =	\$	\$											
SEP =	\$	\$											
ROTH =	\$	\$											

Please combine if multiple donations to the same recipient

Name of charity:	Date	Amount
CHARITABLE CONTRIBUTIONS OF FUNDS		\$
		\$
		\$
		\$
<i>use additional sheet if needed</i>	TOTAL	\$
CHARITABLE CONTRIBUTIONS OF GOODS		\$
		\$
		\$
		\$
<i>use additional sheet if needed</i>	TOTAL	\$

ALIMONY / SPOUSAL SUPPORT - If you finalized your divorce after January 1, 2019, the *former administration* eliminated the Federal deduction benefit, and reporting requirements of **alimony / spousal support**.

- > If your divorce was finalized in 2018 or earlier, > What did you **pay** in spousal support last year \$ _____
- > What is your ex's SSN _____ > What did you **receive** in spousal support last year \$ _____
- > CA still allows this deduction and requires you to report the income.

WARNING: Are you a SIGNATORY on ANY accounts outside the U.S.?

At any time during the last year, did you have a foreign account that had a value, *for even one day*, of \$10,000 U.S. Dollars or more? Then you **MUST** fill in the FBAR form available at <http://bsaeifiling.fincen.treas.gov/main.html>
I am not responsible for filing in this form ...You are.

ENTERTAINMENT INDUSTRY EXPENSES FOR W-2 WORK **PUT YOUR EXPENSES ON EITHER p. 8 OR p. 9,**
 (You can use the "Leave Blank" column to tell me if the expense can apply to W-2 AND 1099 income.)

	Description	Primary expenses	Spouse expenses	Leave Blank
17	TAX PREPARATION what did you pay to prepare last years tax return			
8	BUSINESS GIFTS Amounts are still limited to \$25 per person, per year			
8	ADVERTISING & PUBLICITY i.e. headshots, post cards, business cards, website costs, create & duplicate reels...			
10	ON-LINE JOB SEARCH / CASTING REGISTRIES i.e. IMDB, Actors Access, Casting Networks, theatre company dues...			
10	AGENT / MANAGER COMMISSIONS call your rep to get real numbers, don't just take X% of your income			
18	OFFICE SUPPLIES Ink, printer paper, postage, cloud storage, etc...			
20 A	EQUIPMENT LEASE OR RENT			
20 B	STUDIO OR PROPERTY LEASE OR RENT i.e. theatre, rehearsal space, NOT where you live			
21	REPAIR AND MAINTENANCE OF EQUIPMENT			
21	MAINTENANCE OF PROFESSIONAL COSTUMES NOT general street wear			
22	PURCHASE of PROFESSIONAL COSTUMES NOT general street wear, i.e. doctor, nurse, police, clown. MUST be tied to an audition or gig			
22	Professional MAKE-UP, HAIR CARE, NAILS & supplies - MUST be tied to an audition or gig			
22	SUPPLIES FOR RESEARCH or JOB SEARCH props, sheet music, scripts, industry periodicals...			
25	CALLING SERVICE FOR BACKGROUND			
27	PROFESSIONAL COACHING acting class, dance class, vocal training, dialect coaching, industry workshops, etc.			
2106	UNION DUES & INITIATION FEES INCLUDE 2% AEA DUES			
	WRITE- IN DETAILS OTHER:			
	OTHER:			
	<i>EVEN IF YOU'RE NOT SURE OF YOUR ENTRIES - TOTAL:</i>			
	2 ND PHONE LINE, FAX LINE			
	CELL PHONE			
	INTERNET			
	CABLE FOR EDUCATIONAL PURPOSES ONLY			
	theatre, movies, Netflix, Amazon Prime, Hulu JOB SEARCH / RESEARCH VIEWING			
	WRITE-IN DETAILS OTHER:			

**INDEPENDENT CONTRACTOR / 1099 /
SELF REPORTED INCOME AND DEDUCTIONS**

(REMEMBER – ONLY PUT YOUR EXPENSES ON p. 8 OR p. 9, NO DUPLICATE ENTRIES PLEASE)

		<input type="checkbox"/> Primary <input type="checkbox"/> Spouse Business 1	<input type="checkbox"/> Primary <input type="checkbox"/> Spouse Business 2	<input type="checkbox"/> Primary <input type="checkbox"/> Spouse Business 3
	What is the BUSINESS NAME or TYPE:			
	INCOME you are SELF-REPORTING NOT reported on any tax form	\$	\$	\$
8	BUSINESS GIFTS - \$25 per person, per year			
8	ADVERTISING & PUBLICITY			
10	COMMISSIONS & FEES			
11	CONTRACT LABOR YOU PAID OUT			
15	INSURANCE TO DO THIS JOB – <i>not health ins.</i>			
17	<i>write-in details:</i> LEGAL AND PROFESSIONAL SERVICES			
17	TAX PREPERATION			
18	OFFICE EXPENSES			
20 A	EQUIPMENT LEASE OR RENT			
20 B	OFFICE / STUDIO LEASE – not your residence			
21	EQUIPMENT REPAIRS AND MAINTENANCE			
22	<i>write-in details:</i> SUPPLIES			
23	TAXES PAID & LICENSE FEES			
27	2 nd PHONE LINE, FAX LINE			
	CELL PHONE			
	INTERNET			
	<i>write-in details</i> OTHER			
	OTHER			
	OTHER			

❖ In the unlikely event of an audit, YOU MUST be able to provide your lists and prove EVERY number with receipts.

EQUIPMENT EXPENSE

Items costing over \$200

Any less expensive items should be added to "supplies" or "office" on pages 8 or 9.

Use additional sheet if necessary.

ITEM DESCRIPTION	PURCHASE DATE	COST	TIMES % OF BUSINESS USE	NET WRITE-OFF
		\$	X % =	\$
		\$	X % =	\$
		\$	X % =	\$
		\$	X % =	\$
		\$	X % =	\$
		\$	X % =	\$
		\$	X % =	\$
		\$	X % =	\$

this is the **"I DON'T KNOW WHERE IT GOES"** section!

DESCRIPTION	DATE	COST
		\$
		\$
		\$
		\$
		\$

OFFICE IN THE HOME

This space must be used exclusively for business;
administration, billing, seeing clients, storing business materials, self-tapes, v.o. booth...

	Primary	Spouse
<i>(i.e. 10'x10' = 100 sq. ft.)</i> total square footage of your workspace		
total square footage of your residence		
renters or homeowners insurance		
total RENT <i>(not mortgage payments)</i> for the year		
total of all utilities for the year		
other home office expenses - detail:		

TRANSPORTATION EXPENSES

If you only have *commuting miles, this page doesn't apply to you

	CAR 1	CAR 2
year - make - model:		
date placed in service	month / day / year / /	month / day / year / /
<input type="checkbox"/> Primary <input type="checkbox"/> Spouse (Car 1) odometer readings Jan 1 st 2021: _____ Dec 31 st 2021: _____		
<input type="checkbox"/> Primary <input type="checkbox"/> Spouse (Car 2) odometer readings Jan 1 st 2021: _____ Dec 31 st 2021: _____		
TOTAL MILES driven in 2021		
driving in PURSUIT OF, or to expand, your business, skills, knowledge, network, and most 1099 work are BUSINESS MILES		
* driving to and from your regular job or side-hustle are COMMUTING MILES		
one typical ROUND TRIP to your regular job or side-hustle gig		
driving to and from the doctor, treatments, pharmacy are all miles for MEDICAL		
miles to volunteer at a charity or a fundraiser, or donate goods, (but not going to worship) are CHARITY		
Ya' gotta have some miles that are just PERSONAL		
parking when in PURSUIT OF BUSINESS (NOT at your regular job) PARKING FEES	\$	\$
Uber, Lyft, cab, train, bus fare to pursue, or get to work, (NOT PERSONAL) TRANSPORTATION EXPENSE	\$	\$

- Anyone who has ever been AUDITED is a big believer in DOCUMENTING their BUSINESS MILEAGE. You can use a phone app, a mileage log (*ask me for mine*) or a calendar. Be consistent. Auditions, meetings, business meals, and classes/training are all *examples* of BUSINESS MILES.

ACTUAL VEHICLE EXPENSES	CAR 1	CAR 2
gas, oil, repairs, insurance, etc.	\$	\$
rental vehicles	\$	\$
price or fair market value of your car	\$	\$
date of PURCHASE / LEASE (circle one)	month / day / year / /	month / day / year / /
LEASE payments (NOT purchase payments)	\$	\$
if last year , down payment on a LEASE	\$	\$

- Did you buy or lease a new car LAST year? Bring in the sales/lease agreement.

TRAVEL OUT OF TOWN for INTERVIEWS & WORK

(MORE THAN 50 MILES FROM HOME -- use addl. sheet if needed)

TOTAL 1099 Travel:	\$	Total W-2 Travel:	\$	Total 1099 Meals:	\$	Total W-2 Meals:	\$
-------------------------------	----	------------------------------	----	------------------------------	----	-----------------------------	----

please transfer travel
MEALS to the next page

trip#	employer & purpose	kind of work	dates from / to	# of days for work	city / state or city / country
1		<input type="checkbox"/> 1099 <input type="checkbox"/> W-2			
2		<input type="checkbox"/> 1099 <input type="checkbox"/> W-2			
3		<input type="checkbox"/> 1099 <input type="checkbox"/> W-2			
4		<input type="checkbox"/> 1099 <input type="checkbox"/> W-2			
5		<input type="checkbox"/> 1099 <input type="checkbox"/> W-2			

Use additional sheets if necessary

EXPENSES	trip 1	trip 2	trip 3	trip 4	trip 5
air fare, train, bus, luggage fees...	\$	\$	\$	\$	\$
hotel, motel, hostel, tents...	\$	\$	\$	\$	\$
local transportation - cabs, lyft/uber, rental car, parking...	\$	\$	\$	\$	\$
passport fees, real-id fees...	\$	\$	\$	\$	\$
other write-in details:					
TOTALS	\$	\$	\$	\$	\$

MEALS	trip 1	trip 2	trip 3	trip 4	trip 5
actual meal and incidental expenses including tips	\$	\$	\$	\$	\$
per diem received	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

❖ In the unlikely event of an audit, **YOU MUST** be able to provide your lists and prove **EVERY** number with receipts.

Please identify Primary or Spouse for each trip.

for office use only; gsa allowances					
whole day range	b'fast	lunch	dinner	incidental	1 st /last day
\$55	\$16	\$14	\$23	\$5	\$41
\$66	\$16	\$17	\$28	\$5	\$50

BUSINESS MEALS & ENTERTAINMENT FOR BUSINESS

A business meal or event must be WITH another person who can expand your knowledge, skill set, or network. (ye old spouse doesn't count)

You must be able to back up the business meals and events, thank-you's and please-hire-me's, with entries in your calendar, mileage log, and with actual receipts that include name – date – purpose – location – amount:

Primary Tax Payer's list:

NAME (person entertained)	W-2 / 1099	PURPOSE	LOCATION	AMOUNT	
Example: Jordana Capra	1099	Talk taxes!	Nat's Early Bite	\$ 38.	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				W-2 SUB-TOTAL	\$
				1099 SUB-TOTAL	\$
				<u>From p. 12</u> W-2 TRAVEL	\$
				1099 TRAVEL	\$
				PRIMARY W-2 TOTAL	\$
				1099 TOTAL	\$

Spouse's list:

NAME (person entertained)	DATE	PURPOSE	LOCATION	AMOUNT	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				W-2 SUB-TOTAL	\$
				1099 SUB-TOTAL	\$
				<u>From p. 12</u> W-2 TRAVEL	\$
				1099 TRAVEL	\$
				SPOUSE W-2 TOTAL	\$
				1099 TOTAL	\$

MAKING ESTIMATED QUARTERLY TAX PAYMENTS TOWARD THIS YEARS TAX BILL:

Go to **IRS.gov** (or call 1-800-829-1040)

Make a Payment

Bank Account (Direct Pay)

>>>do NOT choose debit or credit card – they attach stupid fees!<<<

Make a Payment ...again...

REASON pull down to ESTIMATED TAX

Apply Payment to 1040 (for 1040 1040A, 1040EZ)

follow the instructions from there.

Look at what you earned in the last quarter, and make a payment of 20%.

Ideally you should do this on or BEFORE

April 15,

June 15th,

Oct 15th and

Jan 15 (for the last quarter of the previous tax year.)

Go to **FTB.CA.gov** (or call 1-800-852-5711)

Make a Payment

Bank Account

>>>do NOT choose debit or credit card – they attach stupid fees!<<<

Use Web Pay Personal

Enter your personal info,

choose Estimated Tax Payment (Form 540 - ES)

Again, look at what you earned in the last quarter, and make a payment of 5%.

Ideally you should do this on or BEFORE

April 15,

June 15th,

Oct 15th and

Jan 15 (for the last quarter of the previous tax year.)

PAYING OFF PAST YEARS TAX BILLS:

Go to **IRS.gov** (or call 1-800-829-1040)

MAKE A PAYMENT

BANK ACCOUNT (Direct Pay) never choose credit or debit as they attach stupid fees.

MAKE A PAYMENT ...again

Select a Reason, scroll down to TAX RETURN OR NOTICE

Select Type, choose 1040, 1040A, 1040EZ

TAX YEAR 2020

The rest is pretty self-explanatory

Go to **FTB.CA.gov** (or call 1-800-852-5711)

MAKE A PAYMENT

BANK ACCOUNT (NOT credit card – again stupid fees)

PAY BY BANK ACCOUNT

USE WEB PAY PERSONAL

Enter the requested info, then choose

TAX RETURN PAYMENT

The rest is pretty self-explanatory

Jordana Capra is a CTEC Registered Tax Preparer. This is being presented so that you are aware of the Tax Preparer Code of Conduct and Responsibilities as established by the California Tax Education Council. All CTEC certified tax preparers - -

- Must register as a tax preparer with the California Tax Education Council (CTEC).
- Must not violate provisions of Sections 17530.5 or 7216 of Title 26 of the United States Code prohibiting tax preparers from disclosing any information obtained in the business of preparing federal or state income tax returns unless (1) consented to, in writing, by the taxpayer in a separate document; (2) expressly authorized by law; (3) necessary for the preparation of the return; and, (4) pursuant to court order.
- Must maintain a \$5,000 Tax Preparer Bond issued by a surety company admitted to do business in California. A tax preparer shall provide to the surety company proof that he or she is at least 18 years of age before a bond can be issued.
- Must not conduct business without having a current surety bond in effect.
- Must furnish evidence of a current bond upon the request of any state or federal law enforcement agency.
- Must not fail to sign a customer's tax return when payment for services rendered has been made.
- Must not fail to return, upon the demand by or on behalf of a customer, records or other data provided to the tax preparer by the customer.
- Must, prior to rendering any tax preparation services, provide the customer, in writing, with the tax preparer's name, address, telephone number, and evidence of compliance with the bonding requirement.
- Must complete, on an annual basis, not less than 20 hours of continuing education from an approved curriculum provider: (10 hours federal tax law, 2 hours ethics, 3 hours federal tax update and 5 hours California).

Jordana Capra / J. CAPRA TAX
26893 Bouquet Canyon Rd. #C193
Santa Clarita, CA 91350
213-618-8135

Bonded with Merchants Bonding Co.
CTEC # A237088
PTIN # P01452416

CapraTax.com
Jordana@CapraTax.com
Est. Circa 2011