



H & R Pye's Tax Service

2011 REAL ESTATE AGENT CHECKOFF LIST

Bath, Maine Telephone 207-443-6183 (outside local calling area 1-877-793-7829)

Please note if you are planning to mail in or drop off your tax information and papers - instead of having an appointment with us - **YOU MUST ANSWER ALL of the questions on this Checkoff list** . Simply checking off or Xing the questions does not tell us what we need to know. Please put down the answer, not applicable or none. If you need more room please attach a separate piece of paper and number your answers according to the question.

- A **TOTAL INCOME FOR BUSINESS** - whether paid by check or cash. Report only what you received in 2011. If the work was done in 2011 but you were not paid until 2012, then that is 2012 income. If you are reporting your income on the accrual basis we also need to know your accounts receivable at 12/31/10 and 12/31/11.
- B **EXPENSES**
- 1 **If you want us to do your W-2s and/or 1099s we need the information by January 21, 2012. These statements must be mailed to the recipients by January 31, 2012.**
 - 2 Advertising - newspapers, business cards, shirts - hats, team sponsors, signs, flags and banners. Yellow page advertising should be on your telephone bill. Also see donation explanation
 - 3 Car & Truck Expenses - you can deduct the cost of using your vehicle for business. You will either use the IRS standard mileage rate of \$.51 for mileage January 1st to June 30th and \$.555 for your mileage from July 1st to December 31st or your actual expenses such as gas, oil, repairs, insurance etc. **Regardless** of which method you use, we need your business miles **and** the total of all miles for the year for each vehicle you use because both of these methods use only the business portion as a deduction. We will also need your business vehicle's excise tax and any interest paid.
 - 4 Donations - to non profit organizations made in your business name. The IRS says that individual business owners can not take a business deduction for donations they make - however if you get **recognition in writing** for your donation (such as a published list of thank yous to sponsors, a listing in a program etc) than that qualifies as advertising and you can get a tax deduction for that type of donation.
 - 5 Equipment Purchases - any major purchases you made (this would include any items you bought which will last for more than one year). Please list each item separately and provide date bought, cost, description and if you traded anything towards it we will also need to see the paperwork showing the trade in allowance. Examples: computer, fax machine, cameras
 - 6 Equipment Sold - did you sell (or abandon) any business equipment in 2011 that you had bought in previous years? We will need to know what was sold, date sold, and how much you received.
 - 7 Education expenses for seminars and continuing education
 - 8 Insurance - this may include business liability, worker's compensation, errors and omissions (E&O). Please list separately.
 - 9 Interest Paid On Business Loans - such as start up loans, equipment loans, and credit cards used solely for your business.
 - 10 Leased or Rented Equipment - if you have leased or rented any equipment to be used in your business we will need to see the paper work on the lease. The equipment might be a vehicle, construction equipment or office equipment.
 - 11 Legal & Professional fees - lawyers, permits, accountants, tax preparation
 - 12 Dues - realtor associations, professional associations and MLS listings & fees

MORE QUESTIONS ON OTHER SIDE

Help us save a tree, please bring this Checkoff with you

