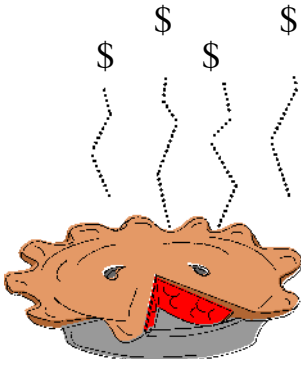


H & R Pye's Tax Service

2018 LONG-HAUL TRUCKERS CHECKOFF LIST

Bath, Maine Telephone 207-443-6183



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 2018. If the work was done in 2018 but you were not paid until 2019, then that is 2019 income.
- B **EXPENSES**
- 1 **If you want us to do your W-2s and/or 1099s we need the information by January 10, 2019. These statements must be mailed by you to the recipients by January 31, 2019. If you are mailing government reports, they MUST be postmarked by January 31, 2019.**
 - 2 Fuel and oil changes. Please keep separate.
 - 3 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 - refrigerator, TV, microwave, CB radio.
 - 4 Equipment Sold - did you sell (or abandon) any business equipment in 2018 that you had bought in previous years? We will need to know what was sold, date sold, and how much you received.
 - 5 Showers, toiletries & laundry.
 - 6 Insurance - this may include business liability, worker's compensation, truck/tractor, trailer. Please list separately.
 - 7 Interest Paid on Business Loans - such as start-up loans, equipment loans, and credit cards used solely for your business.
 - 8 Rented or Leased Equipment - if you have leased or rented any equipment to be used in your business we will need to see the paperwork on the lease. The equipment might be a tractor, trailer, forklift, office equipment.
 - 9 Legal & Professional fees - lawyers, permits, accountants, tax preparation.
 - 10 Cleaning supplies - examples: brooms, dust pans, disinfectant, paper towels, laundry detergent.
 - 11 Meals - you can take actual expenses, but you must save all restaurant slips, or you can deduct \$63 per day if you are traveling through multiple per diem locations, times the number of days you were away overnight. How many nights were you away from home in 2018? You are allowed 75% of the daily rate of 47.25 for the day you leave for a trip and 47.25 for the day you return, so please give us the number of full days and number of 75% days.

MORE QUESTIONS ON OTHER SIDE
Help us save a tree, please bring this Checkoff with you

If you always travel to the same locations, we need to use the per diem for those locations, so we will need the number of nights per location (i.e. if you always go from Portland, Maine to Atlantic City, New Jersey).

- 12 Office Expenses - envelopes, paper, pens, office supplies, postage, business bank fees, comcheck fees, money order fees, publications, etc.
- 13 Outside Labor or lumpers - the amount you paid people who were not on your payroll to help you in your business. The IRS strongly suggests giving 1099s to all employees, regardless of how much you paid them, in order to protect your tax deduction. You should have the person make out a W-9 statement. If you need some, we can give them to you.
- 14 Truck/tractor washes
- 15 Uniforms - cost of buying or renting. Also, maintenance and cleaning.
- 16 Repairs - to all of your business equipment, whether it's office equipment, tractor, trailer forklift, TV, CB radio, refrigerator, microwave, etc.
- 17 Trade dues and union dues
- 18 Supplies - miscellaneous tools or materials -circuit tester, power booster, tie down hangers, hard hat, flashlights, batteries, fire extinguisher, first aid kits, gloves, maps, etc.
- 19 Taxes & licenses- such as excise taxes, plates, sales tax (if not already included in one of the other areas), registration fees, permits etc. Please list separately.
- 20 Telephone, cellular phones, calling cards and faxes - if you run your business out of your home. You can deduct additional features, such as call forwarding, that you have to pay for. You can no longer deduct long distance calls on your land line. If you have 2 phone lines into your home (one of them can be a cell phone), then you can pick one to be your business phone (for tax purposes) and the other will be personal. If you have a cellular phone you may deduct 100% of the cost if it is used 100% for your business, otherwise you will only be able to deduct the business percentage.
- 21 Travel for Business Purposes - airfare, motel, meals (must be listed separately), tolls, parking, etc. Mileage for your business on your personal vehicle is \$.545. Car rental and gas, taxi cabs, commuter buses, and shuttles. We also need all mileage per vehicle, excise, and interest paid.
- 22 Medical Insurance - if you are self-employed and pay for your own medical insurance we need to know how much you pay and who you pay.
- 23 Bedding cost for truck, seat cushion, weather receiver, safety boots/shoes, etc. Please list separately.
- 24 Truck/tractor, trailer, or container storage

Generally, anything you have spent for your business is probably a tax deduction for your business. Since every business is unique you may have some items that we have not mentioned above. Please write them down and tell us about them.