

# 2013 Conversion Instructions ProSeries<sup>®</sup> 1065, 1120, 1120S & 1041 to TaxWise<sup>®</sup>

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## **Important Notice – Please Read!!!**

- The data contained in these returns is minimal and contains **ONLY** the items needed to pass through to the 2013 return.
- The conversion **WILL NOT** recreate your original 2012 tax return.
- Due to differences between tax programs TaxWise cannot convert 100% of tax return data therefore the tax calculations will not be accurate.  
(\*\*See Depreciation Notes\*\* for special handling of returns containing depreciation.)
- It is the responsibility of the tax professional to verify converted data. Once verified further processing of your 2012 tax returns in TaxWise is unnecessary.
- The carry forward portion of the conversion will be activated with the first release of TaxWise for 2013.

## **Conversion Instructions**

### **Prerequisites:**

- A full installation of the TaxWise 2012 program is needed to successfully convert your ProSeries data.
- A full installation of the ProSeries 2012 program is needed to successfully convert your ProSeries data.
- Internet connectivity

### **Downloading the software:**

1. Visit <http://www.taxwise.com> and log in to our secure support site by clicking on the Support Login link.
2. Access the download section of the site by clicking on the Download icon near the top of the page.
3. On the Products Updates section download and install the latest TaxWise comprehensive update.

*ProSeries<sup>®</sup> is a registered trademark of Intuit, Inc. Intuit, Inc. does not sanction nor participate in this conversion project.*

*TaxWise<sup>®</sup> is a registered trademark of CCH<sup>®</sup>, small firm services.*

4. On the Product Updates section download and install the latest Federal updates for the 1040, 1120S, 1120C, 1065 and 1041 modules.
5. Locate and click on Conversions (Left-hand side).
6. Locate the ProSeries conversion and click on the download icon to begin downloading.
7. Select "Save" on the File Download dialogue box.
8. Select a directory on your hard drive (we recommend the desktop) where the conversion utility installation shall be stored.
9. The conversion installation utility will be named **CNVPRSB.exe**.

### **Installation:**

1. Access your Desktop (or the location where you saved the download) and locate the conversion installation file **CNVPRSB.exe**
2. Double-click the file to begin installation.
3. Installation will now initiate. Click the **Next** button on the Welcome screen to begin installation.
4. Follow the on-screen instructions to accept the license agreement. You must accept the license agreement to install the utility.
5. Click the **Next** button to continue installation.
6. Click the **Install** button to install the conversion.
7. Click the **OK** button to close the dialogue box.
8. Click the **Finish** button to close the install wizard.

A copy of these release notes will appear on-screen at this time. Please print them if you have not already done so.

**NOTE:** Regarding ProSeries and the conversion to TaxWise: ProSeries allows a preparer to create multiple files with the same SSN. TaxWise will take the first one found during the conversion process. If you know that you have more than one return created for any particular client, please delete the less completed return before beginning. (Examples encountered thus far are married filing joint/married filing separate.)

### **Converting your tax returns:**

1. Click **Start** and access **All Programs>TaxWise 2013** program group. Another sub-menu will appear, choose the ProSeries conversion.
2. The ProSeries Business to TaxWise Conversion Wizard box will appear. You will need to click on **Begin**.

3. The Source folder screen will come up. The default paths will be listed on the folder line. If the default data path is not correct then you will need to navigate to the \ProWin12\12Data directory yourself.
4. You will need to choose if you would like for all of the clients' data to convert or if you want only certain clients. And then click on Next.
5. Once the Destination folder screen comes up the default path of UTS12\Proforma should appear in the folder line.
6. Click on the Convert button. A progress meter will appear and begin filling and eventually will reach 100%. The amount of time this takes varies by the number of returns converting. During this time the ProSeries window may appear in the background and appear to be unresponsive for a long time (depending on the speed of the computer and the quantity of returns). Once ProSeries opens, decompresses the returns chosen, and then closes the program the progress meter should begin to fill up.
7. The message "**Conversion completed successfully.**" will appear. Click on the **Finish** Button and the conversion box will close.
8. A black DOS screen will then appear and the "Proforma" process will begin. Follow the on screen commands as you will be required to press the Enter key after the package has been converted.

The end result of a successful conversion will be 2012 tax data in the Guest user name. The carry forward feature will be available with the first release of TaxWise 2013.

When you install the first version of TaxWise 2013, you will need to carry the converted returns forward:

1. Go to **Tools>Carry forward> Prior Year Data.**
2. The *Carry Forward Prior Year Data* dialogue box will appear. Click **OK.**
3. Double-click the **GUEST** user name.
4. Click the **All Clients** button at the bottom.
5. The process will run. This may take several minutes depending on the number of returns. Upon completion, there will be a dialogue box with a message reading "*(200) Process complete*".

You are now ready to begin return prep in the TaxWise 2013 program. The carryforward (converted) information will be available on a return by return basis.

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## **\*\* Special Notes for Depreciation \*\***

Tax programs utilize many different combinations of Depreciation methods. Some methods of depreciation listed in your prior program may not be able to be converted into TaxWise. We strongly advise you to check your depreciation closely to verify that each asset is correctly represented in TaxWise.

1. For all assets if you have State depreciation, you will need to enter the state information manually.
2. For assets in ProSeries designated as 'Computer software', if Bonus depreciation is also chosen, this may or may not convert to TaxWise correctly. Please verify computer software with bonus depreciation assets for accuracy.
3. For assets assigned the "NP" depreciation method in ProSeries, the depreciation method, recovery period, and current depreciation may not convert correctly to TaxWise. We strongly advise you to check this information closely to verify this information for each applicable asset.
4. If using the asset code of computer software and taking Bonus Depreciation in 2012 then we strongly advise you to verify the basis for bonus amount.
5. Due to the fact that ProSeries totals all prior depreciation amounts and TaxWise splits the amounts, if assets were taken in prior years which are subject to vehicle limits and bonus depreciation then the assets will need to be verified manually for accuracy for prior bonus, regular depreciation, and AMT amounts.
6. If any assets have rental real estate these assets will need to manually verify the residential checkbox in TaxWise.

### **Form 4562 – Section 179 expense deduction carryover to 2013**

This amount may not convert correctly because the necessary fields to calculate this carryover may not be available for conversion from ProSeries. Therefore, we strongly advise you to check the prior year Section 179 expense deduction carryover closely in all applicable returns.

**\*\* For all returns containing depreciation \*\***

We have created a special report to find and list all returns containing depreciation. When run in 2012 TaxWise, this report will provide a printable list of all depreciation returns. After you have converted all your returns from your prior program, we highly recommend that each of these returns be opened in 2012 TaxWise.

Please follow these few, easy steps:

1. Open TaxWise and login under the User Name "Guest". This is the default directory where the converted returns are stored.
2. Select the 1065, 1120, or 1120S program.
3. Click Reports on the TaxWise menu bar.
4. Select Reports list on the drop down menu.
5. Select the Depreciation Forms report from the Select a Report to Print screen and press OK to get the report.
6. On the Report Criteria screen, accept all the default values and press OK to print.
7. You can print a hard copy of the report by clicking the printer icon found on the task bar at the top of the report screen.

You now have a completed Depreciation Form report. Look for the returns that have an "X" in the Form 4562 column. You will want to open and verify the assets in each of these returns.

Please follow these steps to verify your depreciation:

1. Open the return list by clicking File > Open Return List.
2. Select the return using the SSN provided by the Depreciation Report.
3. View the list of forms in the Tree at the left side of the TaxWise window to find the depreciation worksheets. These are named Depr Wkt.
4. Open each Depr Wkt and verify that all depreciation methods, current and prior-year depreciation amounts are in agreement with your previous program.  
**NOTE:** If no method has converted, you should select the most appropriate TaxWise method for that asset so that depreciation will continue.
5. You will notice that some Depr Wkts have a red exclamation point to the left of the Depr Wkt name. This could mean that some item (such as method or prior year AMT depreciation) may not have converted from your prior program.
6. In general, we do not convert answers to questions that must be answered again next year (such as listed property questions or mileage). These required questions will also show in red on the

Depr Wkt. There is no need to enter any information for these questions.

After you have completed verifying your depreciation, you may close the program and be confident that all your assets valuations will be correctly represented in 2013 TaxWise.

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## **Conversion Items to Note for 1065, 1120, 1120S, 1041 packages**

### **Prior Year Unallowed Loss & Credit Carryforwards to 2013**

The prior year unallowed loss carryovers & credit carryforwards to 2013 may not convert correctly because the necessary fields to calculate these carryovers may or may not be available for conversion from ProSeries. Therefore, we strongly advise you to check the prior year unallowed loss & credit carryforwards closely in all applicable returns.

### **Schedule L – Buildings & Other Depreciable Assets, Accumulated Depreciation, Intangible Assets, & Accumulated Amortization**

TaxWise calculates these fields based on information from the asset depreciation worksheets, therefore, this amount may differ from those amounts listed in ProSeries. We strongly advise that you verify these amounts for each applicable return.

### **Special Notes about disallowed Section 179 elections**

ProSeries uses a Summary form for disallowed Section 179 elections. TaxWise utilizes a “by activity” summation of disallowed Section 179 and carryforward amounts. For your convenience, we have converted the ProSeries Section 179 Summary to the first Form 4562 found in the return. Subsequent years will adopt the TaxWise method of reporting and tracking disallowed Section 179 elections.

### **Special Notes about the use of ProSeries Form 1120A**

TaxWise does not support Form 1120A at this time. Entries made on Form 1120A in ProSeries will not be converted.

### **Form 8609-A**

Some of the calculations for Form 8609-A were unable to be captured in the conversion. Please manually verify Form 8609-A for accuracy.

### **Schedule C – Profit or Loss from Business**

ProSeries list the Business address City, town or post office, state, and ZIP code on one line whereas TaxWise separates these into ZIP code, City, and then State. Due to vast differences in addresses we are unable to accurately convert this information. Please verify the Business address on Schedule C for accuracy.

### **Schedule E (Form 1041)**

ProSeries list the Physical address of each property on one line. TaxWise splits the address between the Street address, City, State and Zip. Due to vast differences in addresses we are unable to accurately convert this information. Please verify the Physical address for each property on Schedule E. ProSeries calculates vacation home percentages differently than TaxWise. Therefore, amounts on Schedule E may or may not convert to TaxWise if the rental property is a vacation home. Please verify the totals on Schedule E for accuracy.

### **Schedule K-1**

The Passive, Active Rental or the Real Estate Professional activity checkboxes may or may not convert. Please check all Schedule K-1's for accuracy.

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## **1065 Conversion Items**

### **Form 1065, page 1**

Name of partnership	Date partnership started
Partnership DBA name	Business code
Business activity	Accounting method
Partnership address	Other accounting method description
EIN	Other income description
Partnership city	Other income amounts
Partnership state	Gross receipts or sales
Partnership Zip Code	Returns and allowances
Business telephone and extension	Cost of goods sold
Client Email address	Gross profit
Tax year beginning	Ordinary income
Tax year ending	Net farm profit from Sch F
Product or service	Total income
	Salaries and wages

Employment credits  
Repairs and maintenance  
Bad debts  
Rent  
Taxes and licenses  
Credit from Form 8846  
Interest  
Depreciation from Form 4562  
Depreciation reported elsewhere  
Depletion  
Retirement plans  
Employee benefits programs  
Other deductions  
Total deductions  
Ordinary business income

**Form 1065, page 1 Line 4 Income from Other K-1s**

Source or Type description  
Address  
City, State and Zip  
EIN  
Amount

**Form 1065, page 1 Line 20 Other Deductions**

Accounting  
Advertising  
Amortization  
Auto and truck expense  
Bank charges  
Commissions  
Computer expense  
Delivery and freight  
Dues and subscriptions  
Gifts  
Insurance  
Janitorial  
Laundry and cleaning  
Legal and professional fees  
Licenses and permits  
Meals at 50%  
Meals at 80% - DOT hours of service  
Meals at 100%  
Miscellaneous  
Office expense

Outside services  
Parking fees and tolls  
Postage  
Printing  
Security  
Supplies  
Telephone  
Tools  
Training and seminars  
Travel  
Uniforms  
Utilities  
Other expense descriptions  
Other expense amounts

**Form 1065, page 2**

Entity type  
Other type of entity description  
Line 4a Name of corporation  
Line 4a Employer ID number  
Line 4a Country of incorporation  
Line 4a Percentage owned in voting stock  
Line 4b Name of entity  
Line 4b Employer ID number  
Line 4b Type of Entity  
Line 4b Country of organization  
Line 4b Maximum % owned

**Form 1065, page 3**

Line 7 – Publicly traded partnership  
Tax matters person – Name  
Tax matters person – TIN  
Tax matters person – Street address  
Tax matters person – City  
Tax matters person – State  
Tax matters person – Zip Code

**Form 1065, page 4**

Line 3b Expenses worksheet  
Line 6a Dividend Schedule  
Foreign Country  
Section 59(e)(2) expenditures type



**Form 1065, page 5 – Ending Balances**

Cash  
Trade Notes/Accounts Receivable  
Allowance for bad debt  
Net Notes/Accounts Receivable  
US Government Obligations  
Tax-Exempt Securities  
Other Current Assets Description Items  
Other Current Assets Amounts  
Mortgage and Real Estate Loans  
Other Investments Description Items  
Other Investments Amounts  
Depreciable Assets  
Accumulated Depreciation  
Net Depreciable Assets  
Depletable Assets  
Accumulated Depletion  
Net Depletion  
Land  
Intangible Assets  
Accumulated Amortization  
Net Intangible Assets  
Other Assets Description Items  
Other Assets Amounts  
Total Assets  
Accounts Payable  
Short Term Notes  
Other Current Liabilities Description  
Items  
Other Current Liabilities Amounts  
Non-recourse Loans  
Long Term Notes  
Other Liabilities Description Items  
Other Liabilities Amounts  
Partners Capital Accounts  
Total Liabilities and capital  
Schedule M-2 Beginning balance  
Schedule M-2 Balance at end of year  
Method of accounting  
Other method description  
Capital Contributed  
Net income per books  
Other increase description  
Other increase amount  
Distributions  
Other decreases description

Other decreases amount

**Form 1125-A Cost of Goods Sold**

Beginning inventory  
Ending inventory  
Cost method of valuating inventory  
Lower of cost or market method of  
valuating inventory  
Other method of valuating inventory  
Other inventory method description  
Other costs descriptions  
Other costs amounts  
Cost of labor  
Additional 263A costs  
Cost of goods sold  
Rules of Section 263A apply indicator  
Purchases

**Schedule B1**

Part I: Name of entity  
Part I: Employer ID number  
Part I: Type of entity  
Part I: Country of organization  
Part I: Maximum % owned  
Part II: Name of individual or estate  
Part II: Social security number or  
employer ID number  
Part II: Country of citizenship  
Part II: Maximum % owned

**Schedule K-1**

K-1 TIN  
Name  
Street Address  
City, State, Zip Code  
Type of Partner  
Ending Profit Sharing Percent  
Ending Loss Sharing Percent  
Type of Entity  
IRS Center  
Beginning capital account  
Ending capital account  
Line 13m Amounts paid for medical  
insurance

Line 13n Educational assistance benefits  
Line 13o Dependent care benefits  
Line 13r Pensions and IRAs  
Line 19a Distributions of cash and marketable securities  
Line 19b Distributions of other property  
Partner's interest – Beginning balance  
Partner's interest – Partner's contributions  
Partner's interest – Other adjustments

**Form 8825, page 1**

Property Street Address  
Property City  
Property State  
Property Zip Code  
Type of property  
Fair rental days  
Personal use days  
Gross rents  
Advertising  
Auto and travel  
Cleaning and maintenance  
Commissions  
Insurance  
Legal and professional fees  
Interest  
Repairs  
Taxes  
Utilities  
Wages and salaries  
Depreciation  
Other expense Description Items  
Other expense amounts  
Total expenses for each property  
Total gross rents  
Total expenses  
Net gain from Form 4797  
Net income (loss) from rental real estate activities  
Net income (loss) from rental real estate activities from partnerships, estates and trusts – Name and EIN – (1-3)  
Net rental real estate income (loss)

**Form 8825, page 2 – Multiple copies**

Form 8825 Property Street Address  
Form 8825 Property City  
Form 8825 Property State  
Form 8825 Property Zip Code  
Type of property  
Fair rental days  
Personal use days  
Gross rents  
Advertising  
Auto and travel  
Cleaning and maintenance  
Commissions  
Insurance  
Legal and professional fees  
Interest  
Repairs  
Taxes  
Utilities  
Wages and salaries  
Depreciation  
Other expense Description Items  
Other expense amounts  
Total expenses for each property

**Form 8903 – Domestic Production Activities Deduction**

Domestic production gross receipts (DPGR)—Oil Related activities  
Domestic production gross receipts (DPGR) – All Activities  
Allocable costs of goods sold – Oil-related activities  
Allocable costs of goods sold – All Activities  
Deductions and losses allocable to DPGR – Oil Related activities  
Deductions and losses allocable to DPGR – All Activities  
Cost of Goods sold for simplified overall method – Oil Related activities  
Cost of Goods sold for simplified overall method – All Activities  
Form W-2 wages

**Schedule F, page 1**

Farm Principal Product

Farm Activity Code  
Farm Acct Method  
Farm EIN  
Material Participation  
Sales of livestock bought for resale  
Cost of livestock purchased for resale  
Sales of livestock raised  
Total cooperative distributions  
Cooperative distributions taxable amount  
Agricultural program payment  
Agricultural program taxable amount  
CCC loans reported under election  
CCC loans forfeited  
CCC loans taxable amount  
Crop insurance proceeds  
Crop insurance proceeds taxable amount  
Election to defer crop insurance proceeds indicator  
Crop insurance proceeds deferred from last year  
Custom hire income  
Other income  
Gross income  
Chemicals  
Conservation expenses  
Custom hire expenses  
Depreciation  
Employee benefits program  
Feed  
Fertilizer and lime  
Freight and trucking  
Gasoline, fuel and oil  
Insurance  
Mortgage interest  
Other interest  
Labor hired  
Pension plans  
Rent or lease of vehicles, machinery and equipment  
Rent or lease of other property  
Repairs and maintenance  
Seeds and plant purchases  
Storage and warehousing  
Supplies purchased  
Taxes

Utilities  
Veterinary, breeding and medicine  
Other Expenses descriptions  
Other Expenses amounts  
Total expenses

**Schedule F, page 2**

Sales  
Total cooperative distributions  
Cooperative distributions taxable amount  
Agricultural program payment  
Agricultural program taxable amount  
CCC loans reported under election  
CCC loans forfeited  
CCC loans taxable amount  
Crop insurance proceeds  
Custom hire income  
Other income  
Total income  
Inventory at beginning of year  
Cost of purchases  
Livestock ending inventory  
Gross income

**Form 6252 - Installment Sale**

Related Party checkbox  
Marketable Security checkbox  
Sch. D vs. Form 4797 indicator  
Property Description  
Date Acquired  
Date Sold  
Principal Payment received for the year  
Profit Percentage  
Prior Principal Payments  
Subject to Form 6252 28% tax rate  
Selling price  
Existing mortgage assumed  
Cost or other basis  
Depreciation allowed or allowable  
Expenses of the sale  
Income recapture from Form 4797  
Main home excluded gain  
Ordinary income

**Form 4562**

Activity Description

Special Depreciation checkboxes  
Prior Special Depreciation allowance  
Method  
Recovery Period  
Convention  
AMT recovery period  
Amortization Code Section  
Listed Property  
Prior year depreciation  
Prior AMT depreciation  
Date Sold

**Depreciation Worksheet**

Description of Property  
Date Placed in Service  
Parent property  
Real Estate residential rental checkbox  
Cost or Basis – federal depreciation  
Salvage and/or Land Value  
Business Use  
Current-year Section 179 amount  
Prior 179 Election Amount

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## **1120 Conversion Items**

**Form 1120, page 1**

Name of Corporation  
EIN  
Corporation Address  
Corporation City  
Corporation State  
Corporation Zip Code  
Date incorporated  
Tax year beginning  
Tax year ending  
Consolidated Return  
Personal Holding Company  
Personal Service Corp  
Client telephone (business)  
Client Email address  
Title of Officer  
Gross receipts or sales  
Returns and allowances  
Cost of goods sold from Sch A  
Gross profit  
Dividends from Sch C  
Interest  
Gross rents  
Gross royalties  
Capital gain net income from Sch D  
Net gain (loss) from Form 4797  
Other income

Total income  
Compensation of officers from Sch E  
Salaries & Wages  
Employment credits  
Repairs and maintenance  
Bad debts  
Rents  
Taxes and licenses  
Interest  
Charitable contributions  
Depreciation  
Depletion  
Advertising  
Pension, profit-sharing, etc., plans  
Employee benefit programs  
Domestic production activities deduction  
Other deductions  
Total deductions  
Taxable income before NOL deduction and special deductions  
Net operating loss deduction and Special deductions  
Taxable income  
Total tax

**Form 1120, page 1 – Line 26 Other Deductions**

Accounting  
Amortization  
Auto and truck expense  
Bank charges  
Commissions  
Computer expense  
Delivery and freight  
Dues and subscriptions  
Gifts  
Insurance  
Janitorial  
Laundry and cleaning  
Legal and professional fees  
Licenses and permits  
Meals at 50%  
Meals at 80% - DOT hours of service  
Meals at 100%  
Miscellaneous  
Office expense  
Outside services  
Parking fees and tolls  
Postage

Printing  
Security  
Supplies  
Telephone  
Tools  
Training and seminars  
Travel  
Uniforms  
Utilities  
Other expense descriptions  
Other expense amounts

**Form 1120, page 2 – Sch. C**

Dividends from less than 20% Domestic Corps.  
Dividends from 20% or more Domestic Corps.  
Dividends on debt-financed Stock  
Dividends on Certain Preferred Stock of less than 20% Public Utilities  
Dividends on Certain Preferred Stock of 20% of more Public Utilities  
Dividends from less than 20% Foreign Corps and certain FSCs Subject to 70% Deduction  
Dividends from 20% or more Foreign Corps and certain FSCs Subject to 80% Deduction  
Dividends from Wholly-Owned Foreign Subsidiaries Subject to 100% Deduction  
Dividends from Domestic Corps Received by Small Business Investment Company  
Dividends from Affiliated Group Members and Certain FSCs Subject to 100% Deduction  
Dividends from Controlled Foreign Corps Subject to 85% Deduction  
Other Dividends from Foreign Corps  
Income from Controlled Foreign Corps under Subpart F  
Foreign Dividend Gross-Up  
IC-DISC and former DISC Dividends  
Other Dividends  
Deduction for Dividends Paid on Certain Preferred Stock of Public Utilities  
Total Dividends

**Form 1125-E, Compensation of Officers**

Name of Officer (1 – 5)  
SSN of Officer (1 – 5)  
Time Devoted to Business  
Common Stock Owned  
Preferred Stock Owned  
Amount of Compensation  
Total compensation of officers  
Compensation of officers claimed on Sch. A or elsewhere on return  
Compensation of officers deducted on line 12, page 1

**Form 1125-A, Cost of Goods Sold**

Beginning Inventory  
Purchases

Cost of Labor  
Additional Section 263A Costs  
Other Costs  
Ending Inventory  
Cost of Goods Sold  
Cost method of inventory  
Lower of cost or market method of inventory  
Other inventory method  
Amount of closing inventory  
Rules of 263A apply checkbox

**Form 1120, page 3**

Controlled Group  
Personal Service Corp  
Total Tax  
Accounting Method  
Other Accounting Method  
Business Activity Code  
Business Activity  
Product or Service  
EIN of Parent Corporation  
Name of Parent Corporation

**Form 1120 page 4**

Line 5a Name of corporation  
Line 5a Employer ID number  
Line 5a Country of incorporation  
Line 5a Percent owned in voting stock  
Line 5b Name of entity  
Line 5b Employer ID number  
Line 5b Country of organization  
Line 5b Maximum % owned  
Number of Shareholders  
Ownership Country  
Percent Foreign Ownership

**Form 1120, page 5 – End of tax year**

Cash  
Notes/Accounts Receivable  
Bad Debt Allowance  
Net Trade Note/Accounts Receivable  
US Government Obligations  
Tax-Exempt Securities  
Other Current Assets  
Other Current Assets Description Items  
Loans to Stockholders

Real Estate Loans  
Other Investments  
Other Investments Description Items  
Depreciable Assets  
Accumulated Depreciation  
Net Buildings and Depreciable Assets  
Depletable Assets  
Accumulated Depletion  
Net Depletion  
Land  
Intangible Assets  
Accumulated Amortization  
Net Intangible Assets  
Other Assets  
Other Assets Description Items  
Total Assets  
Accounts Payable  
Short Term Notes  
Other Current Liabilities  
Other Current Liabilities Description Items  
Loans from Shareholders  
Long Term Notes  
Other Liabilities  
Other Liabilities Description Items  
Preferred Stock  
Common Stock  
Total Stock Issued  
Additional paid-in capital  
Retained Earnings – Appropriated  
Retained Earnings – Unappropriated  
Adjustments to Shareholder Equity  
Adjustments to Shareholder Equity Description Items  
Cost of Treasury Stock  
Total liabilities and shareholder's equity  
M-2 Balance at beginning of the tax year  
Other increase description  
Other increase amount  
Distributions  
Other decreases amount  
M-2 Balance at the end of the tax year

**Schedule G**

Part I: Name of entity

Part I: Employer ID number

Part I: Type of Entity

Part I: Country of Organization



Part I: Maximum % owned  
Part II: Name of Individual or Estate  
Part II: Social Security or Employer ID Number  
Part II: Country of Citizenship  
Part II: Maximum % owned

**Form 8609A – Low Income Housing Credit Certificate**

Building Identification Number  
Date building placed in service  
Line 1 - Eligible basis of building  
Line 2 - Low-income portion  
Line 4 - Part-year adj. for disposition  
Line 5 - Credit percentage  
Line 7 - Additions to qualified basis  
Line 8 - Part-year adj. for disposition  
Line 14 - Disallowed credit due to Federal grants  
Line 17 - Adjustments for deferred first-year credit

**Form 8824 – Like Kind Exchange**

Description of Like Kind Property Given Up  
Description of Like Kind Property Received  
Date Like Kind Property Identified  
Date Like Kind Property Received

**Form 8827 – Credit for Prior Year Minimum Tax**

Last year AMT  
Minimum Tax Credit carryover from last year  
Last year unallowed electric vehicle credit  
Carryforward of minimum tax

**Form 8903 – Domestic Production Activities Deduction**

Domestic production gross receipts (DPGR)—Oil Related activities  
Domestic production gross receipts (DPGR) – All Activities  
Allocable costs of goods sold – Oil-related activities  
Allocable costs of goods sold – All Activities  
Deductions and losses allocable to DPGR – Oil Related activities  
Deductions and losses allocable to DPGR – All Activities  
Cost of Goods sold for simplified overall method – Oil Related activities  
Cost of Goods sold for simplified overall method – All Activities  
Form W-2 wages  
Domestic production activities deduction from cooperatives  
Expanded affiliated group allocation

**Form 6252 - Installment Sale**

Related Party  
Marketable Security

Schedule D or Form 4797  
Property Description  
Date Acquired  
Date Sold  
Profit Percentage  
Current Year Principal Payments  
Prior Principal Payments  
Selling price  
Existing mortgage assumed  
Cost or other basis  
Depreciation allowed or allowable  
Expenses of the sale  
Income recapture from Form 4797  
Main home sale excluded gain  
Ordinary Income

### **Net Operating Loss Carryover Worksheet**

NOL Year  
NOL Carryover Amount  
Carryforward amount to next year

### **Form 4562, page 1 - Depreciation**

Activity Description

### **Depreciation Worksheet**

Description of Property  
Date Placed in Service  
Parent property  
Real Estate residential rental checkbox  
Cost or Basis – federal depreciation  
Salvage and/or Land Value  
Business Use  
Current-year Section 179 amount  
Prior 179 Election Amount  
Special Depreciation checkboxes  
Prior Special Depreciation allowance  
Method  
Recovery Period  
Convention  
AMT recovery period  
Amortization Code Section  
Listed Property  
Prior year depreciation  
Prior AMT depreciation  
Date Sold

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## 1120S Conversion Items

### Form 1120S, page 1

Name of Corporation

DBA name

EIN

Corporate Address

City

State

Zip Code

Business Code

Number of Shareholders

Date incorporated

Date elected S-Corp

Tax Year Beginning date

Tax Year Ending date

Client telephone (business)

Client Email address

Title of Officer

Gross receipts or sales

Returns and allowances

Gross profit

Other income

Other Income Description Items

Total income

Compensation of officers

Salaries and Wages

Employment credits

Repairs and maintenance

Bad debts

Rents

Taxes and licenses

Interest

Depreciation

Depletion

Advertising

Pension, profit sharing, etc., plans

Employee benefit programs

Other deductions

Ordinary income

**Form 1120S, page 2**

Accounting Method  
Other Accounting Method description  
Business or Activity  
Product or Service  
Own a domestic corporation? Yes/No  
Required to file under section 6111? Yes/No  
Issued OID Debt Instruments? Yes/No  
Net Unrealized Built Gain Less  
Net Recognized Built-In Gain From Prior Year Amounts  
Corp Has Accumulated Earnings and Profits

**Form 1120S,page 3**

Foreign country  
Section 59e description

**Form 1120S, page 4**

Cash  
Trade Notes/Accounts Receivable  
Bad Debt Allowance  
Net Trade Notes/Accounts Receivable  
US Government Obligations  
Tax-Exempt Securities  
Other Current Assets  
Other Current Assets Description Items  
Loans to Stockholders  
Real Estate Loans  
Other Investments  
Other Investments Description Items  
Buildings and Depreciable Assets  
Accumulated Depreciation  
Net Depreciable Assets  
Depletable Assets  
Accumulated Depletion  
Net Depletable Assets  
Land  
Intangible Assets  
Accumulated Amortization  
Net Intangible Assets  
Other Assets  
Other Assets Description Items  
Total Assets  
Accounts Payable  
Short Term Notes  
Other Current Liabilities  
Other Current Liabilities Description Items

Loans from Stockholders  
Long Term Notes  
Other Liabilities  
Other Liabilities Description Items  
Capital Stock  
Paid-in Capital Surplus  
Retained Earnings  
Adjustments to Shareholders Equity  
Adjustments to Shareholders Equity Description Items  
Treasury Stock  
Total liability and Stockholders Equity

**Form 1120S, page 5**

M-2 Balance at beginning of the tax year  
M-2 Other adjustments account – beginning year  
M-2 Income previously taxed – beginning year  
M-2 Balance at end of year  
M-2 Other Adjustment Account – end of year  
M-2 Income previously taxed – end of year

**Form 1120S page 1, Line 19 Other Deductions**

Accounting  
Amortization  
Auto and Truck Expense  
Bank Charges  
Commissions  
Computer Expense  
Delivery and Freight  
Dues and Subscriptions  
Gifts  
Insurance  
Janitorial  
Laundry and Cleaning  
Legal and Professional Fees  
Licenses and Permits  
Meals at 50%  
Meals at 80% - DOT hours of service  
Meals at 100%  
Miscellaneous  
Office Expense  
Outside Services  
Parking Fees and Tolls  
Postage  
Printing  
Security

Supplies  
Telephone  
Tools  
Training and Seminars  
Travel  
Uniforms  
Utilities  
Other expenses descriptions  
Other expenses amounts

**Form 1125-A, Cost of Goods Sold**

Inventory at beginning of year  
Purchases  
Cost of labor  
Additional 263A costs  
Other costs  
Inventory at end of year  
Cost of Goods Sold  
Cost method of inventory  
Lower of cost or market method of inventory  
Other method of inventory  
Rules of 263A apply checkbox

**Schedule K-1**

Shareholder Name  
Shareholder TIN  
Street Address  
City  
State  
Zip  
Percentage of Ownership  
IRS Center

**Schedule K-1 Attachment 2**

Property distributions  
Repayment of loans from shareholders

**Schedule K-1 Attachment 3**

Stock basis beginning balance  
Loan basis beginning balance  
Loan face beginning balance  
Contributions to capital  
New loans to corporations

**Form 8825, page 1**

Property Street Address

Property City

Property State

Property Zip Code

Type of property

Fair rental days

Personal use days

Other expenses Description

Other expenses total amount

Entity Ownership Name

Entity Ownership EIN

Gross rents

Advertising

Auto and travel

Cleaning and maintenance

Commissions

Insurance

Legal and professional fees

Interest

Repairs

Taxes

Utilities

Wages and salaries

Depreciation

Total expenses for each property

Total gross rents

Total expenses

Net income (loss) from rental real estate activities from partnerships, estates and trusts –  
Name and EIN – (1-3)

**Form 8825, page 2**

Property Street Address

Property City

Property State

Property Zip Code

Type of property

Fair rental days

Personal use days

Other expenses Description

Other expense Amounts

Gross rents

Advertising

Auto and travel

Cleaning and maintenance

Commissions  
Insurance  
Legal and professional fees  
Interest  
Repairs  
Taxes  
Utilities  
Wages and salaries  
Depreciation  
Total expenses for each property

**Form 8903 – Domestic Production Activities Deduction**

Domestic production gross receipts (DPGR)—Oil Related activities  
Domestic production gross receipts (DPGR) – All Activities  
Allocable costs of goods sold – Oil-related activities  
Allocable costs of goods sold – All Activities  
Deductions and losses allocable to DPGR – Oil Related activities  
Deductions and losses allocable to DPGR – All Activities  
Cost of Goods sold for simplified overall method – Oil Related activities  
Cost of Goods sold for simplified overall method – All Activities  
Form W-2 wages

**Schedule F, page 1**

Farm Description  
Farm Activity Code  
Farm Acct Method  
Farm EIN  
Material Participation  
Other Expense description, lines 1 – 6  
Other Expense amounts, lines 1 – 6  
Sales of livestock purchased for resale  
Cost of livestock purchased for resale  
Sales of raised livestock  
Total cooperative distributions  
Total cooperative distributions taxable amount  
Agricultural program payment  
Agricultural program payment taxable amount  
CCC loans reported under election  
CCC loans forfeited  
CCC loans taxable amount  
Crop insurance proceeds  
Crop insurance proceeds taxable amount  
Crop insurance proceeds election to defer to next year indicator  
Crop insurance proceeds amount deferred from last year  
Custom hire income  
Other income



Gross income  
Chemicals  
Conservation expenses  
Custom hire expenses  
Depreciation  
Employee benefit programs  
Feed  
Fertilizers and lime  
Freight and trucking  
Gasoline, fuel and oil  
Insurance  
Mortgage interest  
Other interest  
Labor hired (less employment credits)  
Pension plans  
Rent or lease of vehicles, machinery and equipment  
Rent or lease of other property  
Repairs and maintenance  
Seeds and plants purchases  
Storage and warehousing  
Supplies purchased  
Taxes  
Utilities  
Veterinary, breeding and medicine  
Total expenses

**Schedule F, page 2**

Sales of livestock, produce, grains and other products  
Total cooperative distributions  
Total cooperative distributions taxable amount  
Agricultural program payments  
Agricultural program payments taxable amount  
CCC loans reported under election  
CCC loans forfeited  
CCC loans taxable amount  
Crop insurance proceeds  
Custom hire income  
Other income  
Total income  
Inventory at beginning of year  
Cost of purchases  
Gross income  
Livestock ending inventory

**Form 6252 - Installment Sale**

Related Party checkbox

Marketable Security checkbox  
Sch. D vs. Form 4797 indicator  
Property Description  
Date Acquired  
Date Sold  
Profit Percentage  
Current year payments  
Prior Principal Payments  
Subject to Form 6252 28% tax rate  
Selling price  
Existing mortgage assumed  
Cost or other basis  
Depreciation allowed or allowable  
Expenses of the sale  
Income recapture from Form 4797  
Main home sale excluded amount  
Ordinary income

**Form 4562, page 1 - Depreciation**

Activity Description

**Depreciation Worksheet**

Description of Property  
Date Placed in Service  
Parent property  
Real Estate residential rental checkbox  
Cost or Basis – federal depreciation  
Salvage and/or Land Value  
Business Use  
Current-year Section 179 amount  
Prior 179 Election Amount  
Special Depreciation checkboxes  
Prior Special Depreciation allowance  
Method  
Recovery Period  
Convention  
AMT recovery period  
Amortization Code Section  
Listed Property  
Prior year depreciation  
Prior AMT depreciation  
Date Sold

**1041 Conversion Items**

**Form 1041, page 1**

Estate / Trust Name

Estate / Trust EIN

Fiduciary

Fiduciary Address

City, State, ZIP

Date created

Type of entity

E - Nonexempt charitable and split-interest trusts check applicable boxes:

Fiscal year beginning

Fiscal year ending

Business phone number and extension

Client's email address

Interest income

Ordinary dividends

Other income description

Other income amount

Interest

Taxes

Fiduciary fees

Attorney, accountant, preparer fees

Other deductions NOT subject to the 2% floor

Miscellaneous deductions Subject to the 2% floor

Estate tax deduction

Total deduction

**Form 1041, page 2**

Schedule A Line 1 amounts permanently set aside for charitable purposes

Schedule A Line 2 Tax-exempt income

Schedule A Line 4 Capital Gains for the tax year

Schedule A Line 6 Section 1202 exclusion

Schedule B Line 5 Capital gains for tax year included on Schedule A

Schedule B Line 8 accounting income

Schedule B Line 9 Income required to be distributed

Schedule B Line 10 Other amounts paid

Schedule B Line 15 Income distribution deduction

Account Country

**Form 1041 K-1**

K-1 TIN

Beneficiary's Name

Beneficiary's Street address

City, State, ZIP

Domestic beneficiary indicator

Foreign beneficiary indicator

Percent allocation

**Schedule of Interest Received**

Interest payer description  
Interest amount  
US exempt  
Early withdrawal penalty  
Federal withholding

**Schedule of Dividend Income**

Dividend payer description  
Total dividends  
Qualified dividends  
Capital gain  
1250 gain  
28% rate gain  
Federal withholding  
Exempt Interest Dividends

**Business Income (Schedule C)**

Business description  
Business code  
Business name  
Business address  
Business city, state, ZIP  
EIN  
Accounting method  
Accounting method other description  
Material participation indicator  
Gross receipts or sales  
Returns and allowances  
Other income  
Advertising  
Car and truck  
Commissions and fees  
Contract labor  
Depletion  
Employee benefit programs  
Insurance  
Mortgage interest paid to bank  
Other interest  
Legal and professional services  
Office expense  
Pension and profit-sharing plans  
Rent or lease of vehicles, machinery and equipment  
Rent or lease of other business property  
Repairs and maintenance

Supplies not included in Part III  
Taxes and licenses  
Travel  
Meals  
Utilities  
Wages  
Total expenses  
Inventory method – Page 2  
Inventory at beginning of year – Page 2  
Purchases less amount withdrawn for personal use – Page 2  
Cost of labor – Page 2  
Material and supplies – Page 2  
Other costs – Page 2  
Ending inventory – Page 2  
Auto – date placed in service - Page 2  
Business miles – Page 2  
Other expense description – Page 2  
Other expense amounts – Page 2

**Capital Gain or Loss Transactions Worksheet (Schedule D)**

Short-term capital loss carryover  
Long-term capital loss carryover  
Description of property  
Date acquired  
Date sold  
Sales price  
Cost or basis  
28% checkbox  
Short-term/long-term indicator

**Rent and Royalty Income (Schedule E)**

Street Address  
City, State and Zip  
Property Type  
Fair Rental Days  
Personal Use Days  
QJV Checkbox  
Active participation indicator  
Real estate professional indicator  
Property Sold During the Year  
Rents Received  
Advertising  
Auto and travel  
Cleaning and maintenance  
Commissions  
Insurance

Legal and other professional fees  
Management fees  
Mortgage interest paid to banks  
Other interest  
Repairs  
Supplies  
Taxes  
Utilities  
Other expense description  
Other expense amount

**Rent and Royalty Income (Schedule E Duplicate)**

Street Address  
City, State and Zip  
Property Type  
Fair Rental Days  
Personal Use Days  
QJV Checkbox  
Active participation indicator  
Real estate professional  
Property sold during the year  
Rents Received  
Advertising  
Auto and travel  
Cleaning and maintenance  
Commissions  
Insurance  
Legal and other professional fees  
Management fees  
Mortgage interest paid to banks  
Other interest  
Repairs  
Supplies  
Taxes  
Utilities  
Other expense description  
Other expense amount

**Schedule F, page 1**

Principal Product  
Farm Activity Code  
Farm Acct Method  
Employer ID (EIN)  
Material Participation indicator  
Sales of livestock purchased for resale  
Cost of livestock purchased for resale

Sales of livestock you raised  
Total cooperative distributions  
Cooperative distributions taxable amount  
Agricultural program payment  
Agricultural program payment taxable amount  
CCC loans reported under election  
CCC loans forfeited  
CCC loans taxable amount  
Crop insurance proceeds  
Crop insurance taxable amount  
Crop insurance defer to next year indicator  
Amount deferred from last year  
Custom hire  
Other income  
Car and truck expenses  
Chemicals  
Conservation expenses  
Custom hire  
Depreciation  
Employee benefit programs  
Feed  
Fertilizers and lime  
Freight and trucking  
Gasoline, fuel and oil  
Insurance  
Mortgage interest  
Other interest  
Labor hired net credits  
Pension plans  
Rent or lease of other property  
Repairs and maintenance  
Seeds and plants purchased  
Storage and warehousing  
Supplies purchased  
Taxes  
Utilities  
Veterinary, breeding and medicine  
Other Expense descriptions, 1 – 6  
Other Expense amounts, 1 – 6

**Schedule F, page 2**

Sales during the year  
Total cooperative distributions  
Total cooperative distributions taxable amount  
Agricultural program payments  
Agricultural program payments taxable amount

CCC loans reported under election  
CCC loans forfeited  
CCC loans taxable amount  
Crop insurance proceeds  
Custom hire income  
Other income amount  
Inventory at beginning of year  
Cost of purchases  
Livestock ending inventory

**Form 6252 – Installment Sale**

Related Party checkbox  
Marketable Security checkbox  
Property Description  
Date Acquired  
Date Sold  
Profit percentage  
Current Year payments  
Prior Principal Payments  
Selling price  
Existing mortgage assumed  
Cost or other basis  
Depreciation allowed or allowable  
Expenses of the sale  
Main home sale excluded gain  
Ordinary income

**Form 4952 - Investment Interest Expense Deduction**

Investment interest paid or accrued this year  
Disallowed interest from previous year  
Total investment interest expense  
Net investment income

**Form 8801 – Credit for Prior Year Minimum Tax**

Line 4 Schedule I adjusted  
Line 12 Minimum tax foreign tax credit  
Line 14 2011 Schedule I, line 55

**Partnership Information (Form K-1)**

Partnership name  
Foreign partnership checkbox  
Entity type – Partnership or S-Corp (P or S)  
EIN  
PTP box  
Real Estate Professional checkbox  
Line 1 – Ordinary income



Line 2 – Net income/loss from rental real estate  
Line 3 – Net income/loss for other rental  
Line 4 – Guaranteed payments to partner  
Line 5 – Interest income  
Line 6a – Ordinary dividends  
Line 6b – Qualified dividends  
Line 7 – Royalties  
Line 8 – Net short term capital gain (loss)  
Line 9a – Net long term capital gain (loss)  
Line 9b - Collectibles 28% gain (loss)  
Line 9c – Unrecaptured Section 1250 gain  
Line 10 – Net Section 1231 gain (loss)  
Line 13h - Investment interest expense  
Line 13i – Deductions – royalty income  
Line 13k – Deductions – portfolio 2% floor  
Line 13l – Deductions – portfolio – other  
Line 13u – Qualified production activities income  
Line 13v – Employer’s Form W-2 wages  
Line 14a – Net earnings from self employment  
Line 14b – Gross farming or fishing income  
Line 15o – Backup Withholding  
Line 17a – Depreciation post-1986 property  
Line 17b – Adjusted gain or loss  
Line 18a – Tax-exempt interest income  
Line 20a – Investment income  
Line 20b – Investment expense

**S-Corporation Income (Form K-1)**

S-Corp name  
Entity type – Partnership or S-Corporation (P or S)  
EIN  
100% interest sold this year  
Line 1 – Ordinary income  
Line 2 – Net income/loss from rental real estate  
Line 3 – Net income/loss for other rental  
Line 4 – Interest income  
Line 5a – Ordinary dividends  
Line 5b – Qualified dividends  
Line 6 – Royalties  
Line 7 – Net short term capital gain (loss)  
Line 8a – Net long term capital gain (loss)  
Line 8b - Collectibles 28% gain (loss)  
Line 8c – Unrecaptured Section 1250 gain  
Line 9 – Net Section 1231 gain (loss)  
Line 11 – Section 179 deduction  
Line 12h – Investment interest expense

Line 12i – Deductions – royalty income  
Line 12k – Deductions – portfolio 2% floor  
Line 12l – Deductions – portfolio – other  
Line 12q – Qualified production activities income  
Line 12r – Employer’s Form W-2 wages  
Line 13o – Backup withholding  
Line 15a – Depreciation post-1986 property  
Line 15b – Adjusted gain or loss  
Line 17a – Investment income  
Line 17b – Investment expense

**Estate and Trust Information (Form K-1)**

Estate/Trust name

EIN

Line 1 – Interest  
Line 2a – Total ordinary dividends  
Line 2b – Qualified dividends  
Line 3 – Net short term gain  
Line 4a – Net long term gain  
Line 4b – 28% rate gain  
Line 4c – Unrecaptured Section 1250 gain  
Line 5 – Other portfolio and nonbusiness income  
Line 6 – Ordinary business income  
Line 7 – Rental real estate  
Line 8 – Other rental income  
Line 10 – Estate tax deduction  
Line 11a- Excess deduction on termination  
Line 11b- Short-term capital loss carryover  
Line 11c- Long-term capital loss carryover  
Line 11d- NOL carryover for regular tax purposes  
Line 12g- Accelerated depreciation  
Line 12j- Exclusion Items  
Line 14a – Tax exempt interest  
Line 14c – Qualified production activities income  
Line 14d – Employer’s W-2 wages  
Line 14e – Net investment income  
Line 14f Gross farm and fishing income

**Form 8903 – Domestic Production Activities Deduction**

Domestic production gross receipts (DPGR)—Oil Related activities  
Domestic production gross receipts (DPGR) – All Activities  
Allocable costs of goods sold – Oil-related activities  
Allocable costs of goods sold – All Activities  
Deductions and losses allocable to DPGR – Oil Related activities  
Deductions and losses allocable to DPGR – All Activities  
Cost of Goods sold for simplified overall method – Oil Related activities

Cost of Goods sold for simplified overall method – All Activities  
Form W-2 wages  
Domestic production activities deduction from cooperatives  
Expanded affiliated group allocation

**Depreciation Worksheet – C, E, F**

Description of Property  
Date Placed in Service  
Parent property  
Real Estate residential rental checkbox  
Cost or Basis – federal depreciation  
Salvage or Land Value  
Business Use  
Current-year Section 179 amount  
Prior 179 Election Amount  
Special Depreciation checkboxes  
Prior Special Depreciation allowance  
Method  
Recovery Period  
Convention  
AMT recovery period  
Amortization Code Section  
Listed Property  
Prior year depreciation  
Prior AMT depreciation  
Date Sold