# IRS Guide (M) to FREE TAX SERVICES

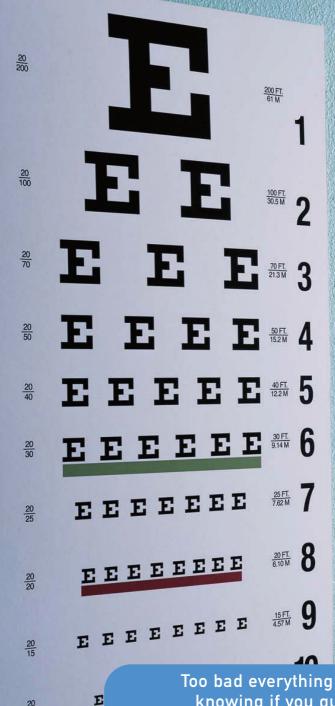




Filing Options
Helpful Tips
Publications
Seminars







Too bad everything can't be as easy as knowing if you qualify for the EITC.

We're doing more than ever to help you find out if you're eligible for the Earned Income Tax Credit. Discover all the ways we're here to help. Call us, talk to your tax preparer, or go to www.irs.gov/eitc and have the EITC Assistant walk you through each eligibility requirement.



20/13

20/10

Internal Revenue Service www.irs.gov/eitc

1.800.TAX.1040

The IRS Mission
Free Tax Services
• IRS Website
• IRS CD-ROM
• IRS Partnership Programs3
Accessible IRS Tax Products3
• E-News Subscription Services
Taxpayer Advocate Service  4
Office of the Privacy Advocate4
<b>Requesting IRS Records under the Freedom of</b> Information Act
Taxpayer Education and Assistance Programs5
<b>Taxpayer Education and Assistance Programs</b> • Volunteer Income Tax Assistance (VITA)5
Volunteer Income Tax Assistance (VITA)5
<ul> <li>Volunteer Income Tax Assistance (VITA)</li></ul>

Copies or Transcripts of Prior Year Returns	9
Requesting Documents	10
• Tax Return Transcript	10
Tax Account Transcript	10
Photocopies of Tax Returns	10
Installment Plan to Pay Your Taxes	10
Small Business Tax Workshops	11
Small Business Newsletter	11
IRS Telephone Numbers	12
Toll-free Service	12
International Service	12
Before You Call the IRS	13
• Before You Hang Up	13
TeleTax Topic Menu Numbers	14-15
Tax Publications	16-23
Index of Topics and Related Publications	24-40

# **The IRS Mission**



"Provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all."

# **PUBLICATION 910-IRS Guide to Free Tax Services**

The IRS Guide to Free Tax Services identifies the many IRS tax material and services available to you, and how, when, and where you can get them. Most material and programs are free and most are available year-round through the IRS. Internet, telephone and fax services, and tax tips are covered in this Guide. You will also find recorded tax information and automated refund information.



# **Free Tax Services**

The Internal Revenue Service produces and provides publications, forms, and other tax material and information to help taxpayers meet their tax responsibilities. Material is available by phone or mail, at local IRS offices, and at other community locations. Most material can also be obtained via the Internet, and on CD-ROM.

# **IRS Website:**

<u>www.irs.gov</u> – This is the BEST place to get information on how to interact with the IRS electronically. The website includes information on electronic filing (*e-file*) and paying options for individuals and businesses, and provides all the information you need to get started.

In addition, you will find tax forms and publications, instructions, where to file addresses, the latest tax law changes, specific tax information for individuals and businesses, information on tax refunds, e-news subscriptions, and much more. There are also special information sections like "Where's My Refund?" The website is available 24 hours a day, 7 days a week.

# **IRS CD-ROM:**

- Publication 1796, IRS Tax Products CD, contains current and prior year tax forms, publications, and other useful tax information. It can be ordered from the National Technical Information Service (NTIS), by calling toll free (877) 233-6767 or via the Internet at <u>www.irs.gov/</u> <u>cdorders</u>. (There is a fee for this item when ordered through the Internet.)
- Publication 3207, Small Business Resource Guide CD. This CD contains information

IRS tax forms and publications are available 24 hours a day, 7 days a week through the IRS website, <u>www.irs.gov</u>.

on electronic filing and paying options, how to prepare a business plan, finding financing for your business, all of the business tax forms, instructions, and publications needed by small business owners, and much more. Order via the Internet at <u>www.irs.gov/smallbiz</u> or by calling (800) 829-3676 (free product).

### Community Based Outlet Programs (CBOP):

Places where you can get IRS tax material:

You can always get tax material at <u>www.irs.gov</u> and at most IRS offices, but the IRS supplies federal tax material to many public and private institutions to offer easy availability for taxpayers. Some places where you can find tax material are:

- Post offices,
- Libraries,
- Copy centers and office supply stores,
- Your company,
- Your credit union,
- Grocery stores and pharmacies,
- Your local government offices.

Businesses that would like to participate in CBOP should call (916) 974-5833.

# Accessible IRS Tax Products:

Most IRS tax products are available in alternative formats such as Braille, large print, HTML, ACSII text, and speech friendly PDF. We recommend that you visit the accessibility page on <u>www.irs.gov</u> for a current list of accessible products available by download. If you cannot find the product you are looking for on our website, please call our forms ordering number at (800) 829-3676.

# **E-News Subscription Services:**

Free e-News Subscription services are available at <u>www.irs.gov</u> – click on "The Newsroom," then "IRS Subscriptions." You can subscribe to any of the electronic publications listed below.

**NOTE:** In order to protect your privacy, the email addresses you furnish will only be used to provide the subscriptions you request and to make improvements to this service. Your email addresses will not be sold, used, or shared for any other purpose or with any other party.

**IRS Guidewire:** Guidewire subscribers are notified by email when the IRS issues advance copies of tax guidance such as Revenue Rulings, Revenue Procedures, Announcements, and Notices.

**IRS Digital Dispatch:** The Digital Dispatch provides national tax news and information about developments on the IRS website.

#### e-News for Tax Professionals:

Provides email to tax professionals with localized, targeted, and immediate information specifically for their clients' states.

**IRS Newswire:** Subscribe to IRS Newswire to get news releases by email from the IRS National Media Relations Office.

**Employee Plans News:** The quarterly newsletter is geared to retirement plan professionals, providing them with information about current developments and upcoming events within the retirement plan area.

**Tax Stats Dispatch Mailing List:** Get announcements covering the most recent tax statistics.

Small Business/Self Employed (SB/SE) Mailing List: Provides information about IRS small business and self-employed outreach products and programs.

**FSLG Newsletter:** A newsletter from the Federal, State, & Local Governments office of the Tax Exempt and Government Entities Operating Division, it is issued periodically during the year and provides information about de-



velopments and events related to government entities.

**EO Update:** A newsletter from the Exempt Organizations Division of the Tax-Exempt and Government Entities Operating Division, EO Update is issued periodically through the year and provides information of interest to tax-exempt organizations and tax practitioners who represent them.

Quick Alerts e-file Messaging System: QuickAlerts is an electronic tool that communicates important messages to Authorized IRS e-file Providers. To find out more details about this system, including how to subscribe, visit the IRS website at <u>www.irs.gov</u> and insert the keyword, QuickAlerts.

**Retirement News for Employers:** This quarterly newsletter provides information about establishing and maintaining retirement plans and is targeted at business owners.

**Exempt Organizations Update:** 

For tax professionals and representatives of tax-exempt organizations who want email updates and alerts from the IRS about developments in exempt organizations tax law and regulations, upcoming IRS training, events, and more.

# **Taxpayer Advocate Service**

The Taxpayer Advocate Service is an independent organization within

the IRS that promptly handles tax problems which have not been resolved through normal channels. There is at least one local Taxpayer Advocate in each state. The Taxpayer Advocate Service can help if you are facing:

- An economic harm or significant cost (including fees for professional representation),
- A more than 30-day delay to resolve the issue, or
- An action, response, or resolution deadline that was promised by the IRS but has not been met.

Their service is free, confidential, and tailored to meet your needs, and is available for individuals as well as businesses. Qualified taxpayers will receive personalized service from a knowledgeable Advocate who will listen to your situation, help you understand what needs to be done to resolve it, and stay with you every step of the way until your problem is resolved. Because they are part of the IRS, Advocates know the tax system and how to navigate it. Because they are independent within the IRS, Advocates are impartial.

You can gain quick access to the Taxpayer Advocate Service by calling their toll–free number: (877) 777-4778, (TTY/TTD (800) 829-4059). You can call or write to your local Taxpayer Advocate, whose address and phone number are listed in your local telephone directory and in Publication 1546, How to Get Help With Unresolved Tax Problems. You can also file Form 911, Application for Taxpayer Assistance Order, with the Taxpayer Advocate Service, or request that an IRS employee complete Form 911 on your behalf. To learn more about the Taxpayer Advocate Service, go to <u>www.irs.gov/advocate</u>.

#### **The Office of Privacy**

The Office of Privacy ensures that the personally identifiable information you provide to the IRS is protected. We review IRS information systems regularly to certify that they collect only the information we need to do our jobs or to enable us to respond to your requests for service. We want taxpayers to remain confident in our ability to protect personal information.

You can be sure that the personal and tax information you give us is safe and that it is used only for the purposes we identify to you.

The Office of Privacy is here to help you with any privacy concern. If there is anything you wish to discuss with us, we can be reached at our email address: <u>privacy@irs.gov</u>.



## Requesting IRS Records under the Freedom of Information Act

The Freedom of Information Act (FOIA), <u>5 U.S.C. § 552</u>, provides public access to agency records unless protected from disclosure by one of the FOIA's nine exemptions or three exclusions. The FOIA applies to records created by federal agencies and does not cover records held by Congress, the courts, or state and local government agencies.

The Internal Revenue Service complies with the FOIA by:

- Maintaining publicly available materials on the Internet in the IRS *Electronic Reading Room*,
- Staffing the IRS Freedom of Information Reading Room at 1111 Constitution Avenue, NW, Washington, DC 20224 (call (202) 622-5164), and
- Responding to written requests for agency records not available in the Reading Room.

While many FOIA requests are processed without charge to the requester, some may be subject to fees for duplication and, in some cases, for the time expended searching for and reviewing responsive records. Additional information relating to fees and other FOIA access questions may be found at <u>irs.gov/foia/index.html</u>.

# Taxpayer Education and Assistance Programs

The IRS has programs that offer free assistance with tax return preparation and tax counseling using volunteers trained by IRS partners. For more information on the times and locations of assistance or to learn how to become a volunteer, call the IRS at (800) 829-1040 or go to <u>www.irs.gov</u>.

## Volunteer Income Tax Assistance (VITA)

The VITA Program offers free tax help to people who cannot afford paid professional assistance. Volunteers, trained in tax law, help prepare basic tax returns for lowincome taxpayers.



VITA sites are generally located at community and neighborhood centers, libraries, schools, shopping malls, and other convenient locations. Many locations also offer free electronic filing.

Volunteers (which include college students, law students, members of professional business and accounting organizations, and members of retirement, religious, military, and community groups, and others) can take part in various VITA program activities including:

- Preparing tax returns,
- Screening taxpayers,
- Recruiting volunteers,
- Conducting quality reviews,
- Assisting with computers,
- Interpreting languages,
- Teaching taxpayers to prepare their own returns,
- Managing a VITA site,
- Arranging publicity.

For more information about the VITA Program, or to find the location of a VITA site in your area, call the IRS at (800) 829-1040.

If you wish to become a VITA volunteer: The IRS provides VITA training material and instructors. Training is conducted at times and locations convenient for volunteers



and instructors. Generally, these sessions are offered in December through January each year before the actual filing season starts.

# Tax Counseling for the Elderly (TCE)

The TCE program provides free tax help to people age 60 and older. Volunteers who provide tax counseling are often retired individuals associated with nonprofit organizations that receive grants from the IRS. Grant funds are used to reimburse volunteers for out-of-pocket expenses including transportation, meals, and other expenses incurred by them in providing tax counseling assistance at locations convenient to the taxpayers. For more information on the TCE program or to find the locations, dates and hours of the closest TCE site, call the IRS tollfree number at (800) 829-1040.

As part of the IRS-sponsored Tax Counseling for the Elderly program, The AARP Foundation offers an AARP Tax-Aide counseling program at more than 10,000 sites nationwide during the filing season. Trained with IRS material and certified by an IRS examination, AARP Tax-Aide volunteer counselors can help with most tax circumstances faced by low and moderate-income taxpayers age 60 and older. Younger taxpayers are helped as counselor time permits.

To find an AARP Tax-Aide volunteer site in your community, call (888) 227-7669, or access the Internet site locator at <u>www.aarp.</u> <u>org/taxaide/home.html</u>.

# **Low-Income Taxpayer Clinics**

If you are a low income taxpaver and cannot afford professional tax assistance, you may qualify for help from Low Income Taxpayer Clinics (LITCs). LITCs are operated by tax exempt organizations or programs at accredited law. business, and accounting schools. LITCs represent low income taxpayers before the IRS and inform individuals for whom English is a second language about their federal income tax responsibilities for free or for a nominal charge. To find the clinic nearest you, see the LITC pages on www.irs.gov/advocate or IRS Publication 4134, Low Income Taxpayer Clinic List.

# Low-Income Taxpayer Clinics (LITC) Grant Program

The IRS awards qualifying organizations matching grants of up to \$100,000 a year to enhance access to legal services for low income taxpayers.

To learn more about the grant program, call (800) 829-3676 and order a free copy of IRS Publication 3319, LITC Grant Application Package and Guidelines. Publication 3319 is also available on the IRS website at <u>www.irs.gov</u>.

# **Taxpayer Education Programs**

The IRS has year-round education programs designed to help you understand the tax laws and IRS procedures. Volunteers trained in tax law are an important part of these programs. For times and locations of the available services in your community, call the IRS at (800) 829-1040.

# Community Outreach Tax Education

Through this program, IRS staff or trained volunteers will speak to groups of people (retirees, farmers, small business owners, and employees) with common tax concerns. This program offers tax seminars on various tax topics.

Outreach sessions can be co-sponsored by community organizations and other government agencies.

# **Tax Information for Students**

Check out the educational website called Understanding Taxes. It is divided into two content areas – the How's of Taxes and the Why's of Taxes. Understanding Taxes is designed to teach middle school and older students about their federal tax rights and responsibilities

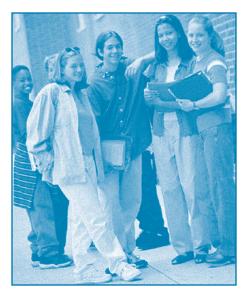


and the economics and history on which our tax system is based. To find this site, go to <u>www.irs.gov</u>, then click Individuals, then Students, then Understanding Taxes.

- Twelve tutorials in English and Spanish will guide students through the basics of tax preparation, introducing them to the concept of filing their tax returns electronically. The student homepage offers links to 36 student lessons, word puzzles, tax trivia questions, story problems, and real-life examples of how and why taxes affect and influence our daily lives.
- A teacher's page includes 36 detailed lesson plans featuring both web-based and downloadable print (PDF) material, along with 75 interactive students' activities, student assessments, and PowerPoint presentations.

# **Practitioner Education**

Through this program, training is provided to people who prepare tax returns and counsel taxpayers for a fee. Classes are held in every state bureau of revenue, colleges, universities, and professional accounting groups. Tax professional institutes alert participants of the tax law changes and work with



participants to improve the quality of return preparation to reduce errors.

# IRS TeleTax - Recorded Information by Phone

# (800) 829-4477

Recorded tax information on 149 subjects and refund information is available 24 hours a day, 7 days a week. This touch-tone service provides basic tax information on the topics listed below. For a directory of topics, listen to topic 123. You may listen to as many topics as you like during the call. Have paper and pencil ready to take notes. See pages 14 - 15 in this publication for a list of topics. For refund information, have a copy of your current tax return (Form 1040), your Social Security Number (SSN) or the first SSN that appears on a jointly filed tax return, your filing status from the front of your Form 1040, and the exact whole dollar amount of your refund.

# **Explore IRS e-file**

Join the 70 million taxpayers who filed their tax returns electronically in 2005 using IRS e-file, the most accurate, safest, and fastest way to file your taxes. It offers a fast refund (and even faster with direct deposit); a good possibility that the return will be error-free; the opportunity to file your federal and state returns at the same time; privacy, security, and proof within 48 hours that your return has been received by the IRS for processing. You can even sign electronically. If you owe tax, you can e-file and pay your taxes electronically in a single step by authorizing an electronic funds withdrawal from your checking or savings account. And you can even schedule your payment for withdrawal up to and including the return due date, or pay by credit card. IRS e-file...a quick, easy, smart way to get your taxes where you want them to be-Done! Check out the IRS



website at <u>www.irs.gov</u> for more information on IRS *e-file*. Here's how you can use IRS *e-file*:

- Use an Authorized IRS *e-file* Provider - Look for an "Authorized IRS *e-file* Provider" sign. Our website, <u>www.irs.gov</u>, contains a database of providers searchable by Zip code.
- Use a Personal Computer A computer with a modem or internet access and tax preparation software are all you need. You can *e-file* your tax return from the comfort of your home 24 hours a day, 7 days a week. Best of all, you may qualify for Free File. See Free File Options below or visit <u>www.irs.gov</u> for details. If you don't qualify for any of the Free File Options, our e-file Partners for Individuals page offers low-cost tax preparation and e-filing at www. irs.gov.
- IRS *e-file* through Employers and Financial Institutions

   Some businesses offer free *e-file* to their employees, members, or customers. Ask your employer or financial institution if they offer IRS *e-file* as an employee, member, or customer benefit.

# **Millions Eligible for Free File**

Free File allows qualified taxpayers to prepare and *e-file* their own tax returns for free using commercially available online tax preparation software. In 2005, more than 5 million Americans took advantage of Free File. Taxpayers can review online tax software provider offerings and determine if they are eligible by visiting the Free File page at <u>www.irs.gov</u>.

## Electronic Federal Tax Payment System (EFTPS)

EFTPS is the easiest way to pay all your federal taxes, and, best of all, it's free.



With EFTPS, individuals and businesses can make tax payments using the Internet or phone.

Here's how it works: On the date you select, EFTPS will move funds electronically, from your account to the U.S.Treasury. Your funds stay in your account until the date you select, and your tax records will be automatically updated with the IRS when the funds move. You can do this on the Internet, with EFTPS Online, or when you use EFTPS by Phone.

Use EFTPS Online to make a payment, cancel a payment, review your payment history, change bank account information, and more. EFTPS Online is easy to navigate and secure (requires a browser with 128 bit encryption, as well as three pieces of unique information for identification and authorization:

- your taxpayer identification number (Employer Identification Number or Social Security Number),
- an EFTPS Personal Identification Number (PIN) and
- Internet password).

EFTPS offers you total convenience. It's available 24 hours a day, 7 days a week, and you can schedule payments in advance (businesses up to 120 days in



advance of the tax due date, and individuals up to 365 days).

You can choose to use EFTPS through a service offered by a financial institution. If you decide to make tax payments using a service offered by a financial institution, you will instruct them to move funds from your account to the Treasury's account. (Not all financial institutions offer EFTPS. Please check with your financial institution to learn if they offer EFTPS and if you are eligible to use it. Some may charge a fee.)

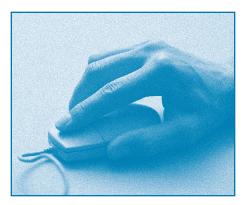
Tax professionals, accountants, and payroll companies are discovering the added benefits for using EFTPS. There are four easy ways to make payments for your clients:

# • EFTPS Online

Use the Internet to make tax payments. Registration is not required for professionals; taxpayers must be enrolled. Visit <u>www.eftps.gov</u> for more information.

#### • EFTPS by Phone

Available to taxpayers or tax professionals who wish to make debit payments using the telephone. Registration is not required for professionals; taxpayers must be enrolled.



- EFTPS Batch Provider Designed for payroll processors and tax professionals who wish to enroll their clients and submit batches of payments using free Windows-based software. Registration is required and all clients must be enrolled.
- EFTPS Bulk Provider Designed for payroll processors who initiate frequent payments from and desire automated enrollment through an Electronic Data Interchange (EDI) compatible system.

To enroll in EFTPS visit <u>www.</u> <u>eftps.gov</u>. For additional information, call EFTPS Customer Service at (800) 555-4477 (Spanish (800) 733-4829).

The IRS produces a number of documents that provide additional information on EFTPS:

- Form 9779, Business Enrollment Form
- Form 9783, Individual Enrollment Form

- Publication 966, The Secure Way to Pay Your Federal Taxes (for taxpayers)
- Publication 4169, Tax Professional Guide to EFTPS (for tax professionals)

You can order these free by calling (800) 829-3676.

# **Copies or Transcripts of Prior Year Tax Returns**

You have two easy and convenient options for requesting copies of your tax return information from the IRS - by phone at (800) 829-1040, or by mail using Form 4506, Request for Copy of Tax Return, or Form 4506-T, Request for Transcript of Tax Return, by mail or fax.

## **Requesting Documents**

You can get transcripts, Form W-2 information, and verification of nonfiling by calling (800) 829-1040, or by mailing or faxing Form 4506T, Request for Transcript of Tax Return. (See instructions on Form 4506T.) If you need photocopies of your tax return, use Form 4506, Request for Copy of Tax Return. This form must be mailed with payment to the appropriate address in the instructions. You can even direct the documents to a third party. These forms can be obtained by calling



(800) TAX-FORM (800) 829-3676. They are also available on the IRS website in a fill-in format at <u>www.</u> <u>irs.gov</u>.

# **Tax Return Transcript**

A tax return transcript shows most line items contained on the return (1040 series only) as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes made by you, your tax representative, or the IRS after the return was filed. In many cases, a return transcript will meet the requirements of lending institutions, such as those offering mortgages and student loans. Tax return transcripts are available for the current and three prior calendar years, are delivered in approximately 30 days, and are provided free of charge.

# **Tax Account Transcript**

A tax account transcript includes any later adjustments either you or the IRS made after the tax return was filed. This transcript shows basic data, including marital status, type of return filed, adjusted gross income, and taxable income. Tax account transcripts are delivered by mail in approximately two weeks and are provided free of charge.

# **Photocopies of Tax Returns**

When you need a copy of a tax return because a transcript does not meet your needs, the IRS can provide one for a fee of \$39 for each tax year requested. You should wait at least 6 weeks after filing a current return before requesting copies. Copies are generally available for returns filed in the current year and past 6 years. Tax forms filed more than 6 years ago may not be available for making photocopies. However, tax account transcripts are generally still available for these periods. Certified photocopies for court or administrative proceedings are also available on request. Allow at least 60 days from IRS receipt for delivery.

# An Installment Plan to Pay Your Taxes

If you are not able to pay all your federal taxes by the due date, a monthly payment plan may be the answer. The process isn't automatic and there may be alternatives, but if you are eligible, this could be the solution that makes paying taxes easier.

Apply for a payment plan by completing Form 9465, Installment Agreement Request. This form also has details about eligibility requirements.

Generally, you may have up to 60 months to pay, but paying the full amount as soon as possible will save you money in penalties and interest. The late payment penalty is usually 0.5 percent a month, every month, up to 25 percent of the tax owed. Interest rates vary because they are set quarterly. You can check the current interest rate by going to www.irs.gov, keyword interest rate. Interest and penalties are figured on the declining monthly balance throughout the life of the payment plan. There is also a \$43 set-up fee for an installment agreement, which is taken from your first payment under the plan. Do not send the \$43 with Form 9465.

# Small Business Tax Workshops

Small business owners can learn more about their tax responsibilities by making use of free IRS Tax Workshops. There are several options available:

- Attend a live workshop coordinated by one of our partner organizations.
- Take a workshop online, 24/7, through a self-directed e-learning workshop that uses the



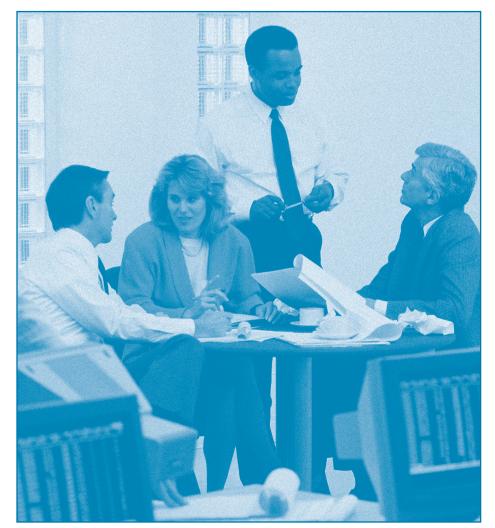
same material as the live workshop, or through a streaming video workshop.

 Take a workshop off-line using IRS Publication 3700, A Virtual Small Business Workshop, on CD-ROM; Publication 3693, Introduction to Federal Taxes, on CD-ROM; or Publication 1066, Small Business Tax Workshop Workbook.

You can view these workshops or order the CD-ROMs via the internet at <u>www.irs.gov/smallbiz</u>.

# **Small Business Newsletter**

The SSA/IRS Reporter is a quarterly newsletter that keeps you up to date on changes to taxes and employee wage obligations. This newsletter, produced jointly by the Social Security Administration and the IRS, is mailed to approximately seven million employers along with each quarterly Form 941, Employer's Quarterly Federal Tax Return. You can also download a copy of the newsletter from <u>www.</u> <u>irs.gov</u>.



# **IRS Telephone Numbers**

# **Toll-free Service**

## **IRS Toll-free Tax Assistance**

*IRS Business & Specialty Help Line*......(800) 829-4933 Business taxpayers that have questions relating to their entity can call the IRS for business and specialty help (in English and Spanish).

*Employer Identification Number*.....(800) 829-4933 Call IRS to apply for an Employer Identification Number (EIN).

#### Order Tax Forms and Material .....(800) 829-3676

*IRS TE/GE Customer Account Services* ..... (877) 829-5500 You may direct your technical and procedural questions concerning charities and other non-profit organizations to IRS Tax Exempt and Government Entities Customer Account Services.

Tax Help for US Taxpayers Residing in Canada	(215) 516-2000
IRS Taxpayer Advocate	(877) 777-4778
Community Based Outlet Program	(916) 974-5833

# **International Service**

# Taxpayers calling from outside the

IRS will answer your tax questions and help with account problems. Telephone assistance is availabel Monday through Friday from 6:00 a.m. until 11:00 p.m. Eastern time (non-toll-free numbers).

Questions concerning Individual Taxpayer Identification Numbers (ITIN) ......(215) 516-4846 fax: (215) 516-1171 (non-toll-free numbers)

# **Overseas Offices**

You can phone, write or visit one of our overseas offices. Just be sure to have a copy of last year's tax return, your wage and income statements, and your other tax records with you. Traveling IRS tax assistors will visit foreign cities during the 2005 filing season. Call your local U.S. embassy or consulate or visit one of our offices to find out the dates, times, and locations for assistance.

Berlin, Germany (outside Germany)... 49-30-8305-11361140 (within Germany).....030-8305-11361140 FAX: 49-30-8305-1145

London, England	44-20-7408-8077
Paris, France	33-1-4312-2555
Taxpayers residing overseas with technic account questions	

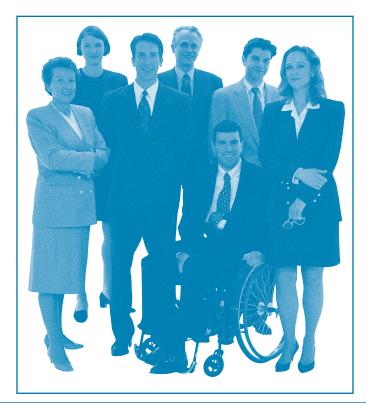
Or write: Internal Revenue Service P.O. Box 920, International Section Bensalem, PA 19020-8518



# **Before You Call the IRS**

We will be able to provide you with more accurate and complete answers to your tax questions if you have the following information available: the tax form, schedule, or notice to which your question relates, the facts about your particular situation, and the name of any IRS publication or other source of information that you used to look for the answer. (The answer to the same question often varies from one taxpayer to another because of differences in their age, income, or whether they can be claimed as a dependent, etc.)

To protect and maintain your individual account security, you may be asked for your Social Security Number (SSN), date of birth, or IRS Personal Iden-



tification Number (PIN) if you have one. You will also need to provide the amount of your refund, the filing status shown on your tax return, the "caller ID number" shown at the top of any notice you received, and the numbers in your street address, or your zip code.

If you are asking for an installment agreement to pay your tax, you will be asked for the highest amount you can pay each month and the date on which you can pay it.

# **Before You Hang Up**

If you do not fully understand the answer to your question, or you feel the IRS representative did not fully understand the question, please tell the representative. The representative will be happy to take additional time to be sure he or she has answered your question fully.

By law, you are responsible for paying your fair share of federal income tax. If we should make an error in answering your question, you are still responsible for the payment of the correct tax. You will not be charged any penalty due to an IRS error.

The IRS uses several methods to evaluate our telephone service. One method is to record telephone calls (for quality assurance purposes only). A random sample of recorded calls is selected for review through the quality assurance process. Other methods include listening to live calls in progress and choosing a random selection of customers for participation in a Customer Satisfaction Survey.

# **TeleTax Recorded Tax Information** (800) 829-4477 **Topic Menu Numbers**

#### # **Subject**

#### **IRS Help Available**

- 101 IRS Services Volunteer Tax Assistance, Toll-free Telephone, Walk-in Assistance, and **Outreach Programs**
- 102 Tax Assistance for Individuals with Disabilities and the Hearing Impaired
- 103 Tax Help for Small Business and the Self-employed
- 104 Taxpayer Advocate Program - Help for Problem Situations
- 106 Tax Relief for Victims of **Terrorist Attacks**

#### **IRS Procedures**

- 151 Your Appeal Rights
- 152 Refunds How Long They Should Take
- 153 What to Do If You Haven't Filed Your Tax Return (Nonfilers)
- 154 Forms W-2 and Form 1099-R (What to Do If Not Received)
- 155 Forms and Publications - How to Order
- 156 Copy of Your Tax Return - How to Get One
- 157 Change of Address -How to Notify the IRS
- 158 **Ensuring Proper Credit** of Payments
- Prior Year(s) Form W-2 159 (How to Get a Copy of)

# **Subject**

#

# Collection

- 201 **The Collection Process** 202 How to Pay Your Taxes
- 203 Failure to Pay Child Support, Federal Nontax and State Income Tax
- 204 Offers-in-Compromise
- 205 **Innocent Spouse Relief** (and Separation of Liability and Equitable Relief)

#### Alternative Filing Methods

- 251 **Electronic Signatures**
- 252 **Electronic Filing**
- 253 Substitute Tax Forms 254 How to Choose a Paid
  - Tax Preparer
- Filing Business Returns 256 Electronically

#### **General Information**

- 301 When, Where, and How to File
- 302 Highlights of Tax Changes
- 303 Checklist of Common Errors When Preparing Your Tax Return
- 304 Extensions of Time to File Your Tax Return
- 305 Recordkeeping
- Penalty for Underpay-306 ment of Estimated Tax
- 307 **Backup Withholding**
- 308 Amended Returns
- **Roth IRA Contributions** 309 310 **Coverdell Education** Savings Account
- Power of Attorney 311 Information

#### **Subject** #

312 Disclosure Authorizations **Qualified Tuition Pro-**313

- grams (QTPs) 351 Who Must File?
- 352 Which Form - 1040.
- 1040A, or 1040EZ? 353 What is Your Filing Status?
- 354 Dependents
- Estimated Tax
- 355 356 Decedents
- 357 Tax Information for
  - Parents of Kidnapped Children

#### Types of Income

- Wages and Salaries 401 Tips
- 403 Interest Received
- 404 Dividends
- 405 Refunds of State and Local Taxes
- 406 Alimony Received
- **Business Income** 407
- 408 Sole Proprietorship
- 409 Capital Gains and Losses
- 410 Pensions and Annuities
- 411 Pensions - The General Rule and the Simplified Method
- Lump-sum Distributions 412
- 413 **Rollovers From Retire**ment Plans
- 414 Rental Income and **Expenses**
- Renting Residential and 415 Vacation Property
- 416 Farming and Fishing Income
- 417 Earnings for Clergy
- 418 Unemployment Compensation

#	Subject	
419	Gambling Income and	
415	Expenses	
420	Bartering Income	
421	21 Scholarship and Fellow-	
	ship Grants	
422	Nontaxable Income	
423	Social Security and	
	Equivalent Railroad	
40.4	Retirement Benefits	
424 425	401(k) Plans Passive Activities -	
420	Losses and Credits	
426	Other Income	
427	Stock Options	
428	Roth IRA Distributions	
429	Traders in Securities	
	(Information for Form	
	1040 Filers)	
430	Exchange of Policy-	
	holder Interest for Stock	
	Adjustments to Income	
451	Individual Retirement	
452	Arrangements (IRAs)	
452 453	Alimony Paid Bad Debt Deduction	
455	Moving Expenses	
456	Student Loan Interest	
400	Deduction	
457	Tuition and Fees Deduc-	
	tions	
458	Education Expense De-	
	duction	
	Itemized Deductions	
501	Should I Itemize?	
502	Medical and Dental	
	Expenses	
503	Deductible Taxes	
504	Home Mortgage Points	
505	Interest Expense	
506	Contributions	

#### # Subject

- 507 Casualty and Theft Losses 508 Miscellaneous
- 508 Miscellaneous Expenses
- 509 Business Use of Home
- 510 Business Use of Car
- 511 Business Travel Expenses
- 512 Business Entertainment Expenses
- 513 Educational Expenses514 Employee BusinessExpenses
- 515 Casualty, Disaster, and Theft Losses

#### **Tax Computation**

- 551 Standard Deduction
- 552 Tax and Credits Figured by the IRS
- 553 Tax on a Child's Investment Income
- 554 Self-employment Tax
  555 Ten-year Tax Option for Lump-sum Distributions
- 556 Alternative Minimum Tax
- 557 Tax on Early Distributions from Traditional and Roth IRAs
- 558 Tax on Early Distributions from Retirement Plans

#### Tax Credits

- 601 Earned Income Credit (EIC)
- 602 Child and Dependent Care Credit
- 603 Credit for the Elderly or the Disabled
- 604 Advance Earned Income Credit

# Subject

#

- 605 Education Credits
- 606 Child Tax Credits
- 607 Adoption Credit
- 608 Excess Social Security and RRTA Tax Withheld
   610 Retirement Savings
  - Contributions Credits IRS Notices
- 651 Notices What to Do
- 652 Notice of Under Reported Income - CP 2000
- 653 IRS Notices and Bills, Penalties and Interest Charges

#### Basis of Assets, Depreciation, and Sale of Assets

- 701 Sale of Your Home
- 703 Basis of Assets
- 704 Depreciation
- 705 Installment Sales

#### Employer Tax Information

- 751 Social Security and Medicare Withholding Rates
- 752 Form W-2 Where, When, and How to File
- 753 Form W-4 Employee's Withholding Allowance Certificate
- 754 Form W-5 Advance Earned Income Credit
  755 Employer Identification Number (EIN) - How to Apply
- 756 Employment Taxes for Household Employees757 Form 941 - Deposit

#### Subject

#

- Requirements
- 758 Form 941 Employer's Quarterly Federal Tax Return
- 759 Form 940 and 940-EZ - Deposit Requirements
- 760 Form 940 and 940-EZ - Employer's Annual Federal Unemployment Tax Returns
- 761 Tips Withholding and Reporting
- 762 Independent Contractor vs. Employee Magnetic Media Filers - 1099 Series and Related Information

## Returns Who Must File Magneti-

- 801 Who Must File Magnetically
- 802 Applications, Forms, and Information
- 803 Waivers and Extensions
- 804 Test Files and Combined Federal and State Filing
- 805 Electronic Filing of Information Returns

#### Tax Information for Aliens and U.S. Citizens Living Abroad

- 851 Resident and Nonresident Aliens
- 852 Dual Status Alien
- 853 Foreign Earned Income Exclusion (General)
- 854 Foreign Earned Income Exclusion (Who Qualifies?)
- 855 Foreign Earned Income Exclusion (What Qualifies?)

#### # Subject

856

857 Individual Taxpaver Identification Number - Form W-7 858 Alien Tax Clearance Tax Information for **Puerto Rico Residents** (in Spanish) 901 Quien Está Obligado a Radicar la Planilla Federal de Contribución Sobre Ingreso en Puerto Rico? (Who Is Required to File a U.S. Income Tax Return in Puerto Rico?)

Foreign Tax Credit

902 Deducciones y Créditos Para Contribuyentes en Puerto Rico (Deductions and Credits for Puerto Rico Taxpayers)

- 903 Impuestos Patronales (Federales) en Puerto Rico (Federal Employment Taxes in Puerto Rico)
- 904 Asistencia Contributiva Para Residentes de Puerto Rico (Volunteer Tax Assistance for Puerto Rico Residents)

# **Tax Publications**

**IRS Publication 1,** *Your Rights as a Taxpayer*, and **1SP**, *Derechos del Contribuyente*, highlight some of the most important rights. You can download these publications from the IRS website at <u>www.irs.gov</u> or order the paper document by calling (800) 829-3676.

**Publication 553**, *Highlights* of 2005 Tax Changes, is a collection of the latest tax law changes that can affect your tax situation in the 2006 filing season. You can download Publication 553 and nearly 100 other tax publications listed in this booklet from the IRS website at <u>www.irs.gov</u>. You can request a free copy of any IRS tax publication by calling (800) 829-3676.

Pub 1, Your Rights as a Taxpayer —

explains some of your most important rights as a taxpayer. It also explains the examination, appeal, collection, and refund processes. To ensure that you always receive fair treatment in tax matters, you should know what your rights are. **Pub 1SP**, *Derechos del Contribuyente* (Your Rights as a Taxpayer) — Publication 1 in Spanish.

**Pub 3**, *Armed Forces' Tax Guide* — gives information about the special tax situations of active members of the Armed Forces. This publication contains information on items that are included in and excluded from gross income, combat zone exclusion, alien status, dependency exemptions, sale of residence, itemized deductions, tax liability, extension of deadline, and filing returns.

Forms 1040, 1040A, 1040EZ, 1040NR, 1040X, 1310, 2106, 2688, 2848, 3903, 4868, 8822, 9465, W-2.

**Pub 15 (Circular E),** *Employer's Tax Guide* — Forms 940, 941, 944.

Pub 15-A, Employer's Supplemental Tax Guide

#### Pub 15-B, *Employer's Tax Guide to Fringe Benefits*

Pub 17, Your Federal Income Tax (For Individuals) — can help you prepare your individual tax return. This publication takes you step-by-step through each part of the return. It explains the tax law in a way that will help you better understand your taxes so that you pay only as much as you owe and no more. This publication also includes information on various kinds of credits you may be able to take to reduce your tax. (Note to Tax Professionals only: There is a fee to order this publication.)

Forms 1040 (Schedules A, B, D, E, EIC, R), 1040A, 1040EZ, 2106, 2119, 2441, 3903, W-2.

# **Pub 51 (Circular A),** *Agricultural Employer's Tax Guide* — Form 943.

Pub 54, Tax Guide for U.S. Citizens and Resident Aliens Abroad — explains the special tax rules for U.S. citizens and resident aliens who live and work abroad or who have income earned in foreign countries. In particular, this publication explains the rules for excluding income and excluding or deducting certain housing costs.

Forms 1040, 1116, 2555, 2555-EZ.

Pub 80 (Circular SS), Federal Tax Guide for Employers in the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Is-Iands — Forms 940, 941SS, 943.

Pub 179 (Circular PR), *Guía Contributiva* Federal Para Patronos Puertoriqueños (Federal Tax Guide for Employers in Puerto Rico) — in Spanish. Forms 940PR, 941PR, 943PR, W-3PR.

**Pub 225,** *Farmer's Tax Guide* — explains how the federal tax laws apply to farming, incuding the kind of farm income you must report and the different deductions you can take.

Forms 1040 (Schedules D, F, J, SE), 4562, 4684, 4797.

Pub 334, Tax Guide for Small Business (For Individuals Who Use Schedule C or C-EZ) — explains federal tax laws that apply to sole proprietors and statutory employees. This publication takes you step-by-step through each part of Schedule C (Form 1040).

Forms 1040 (Schedule C, C-EZ, SE), 4562.



**Pub 463**, *Travel*, *Entertainment*, *Gift*, *and Car Expenses* — identifies business-related travel, entertainment, gift, and transportation expenses that may be deductible.

Forms 2106, 2106EZ.

**Pub 501**, *Exemptions, Standard Deduction, and Filing Information* — explains the rules for determining who must file a federal income tax return, what filing status to use, how many exemptions to claim, and who cannot take the standard deduction.

Forms 2120, 8332.

#### Pub 502, Medical and Dental Expenses

— explains which medical and dental expenses are deductible, how to deduct them, and how to treat insurance reimbursements you may receive for medical care. This publication includes information on how to treat impairment-related work expenses, health insurance premiums if you are self-employed, and the health coverage tax credit.

Form 1040 (Schedule A), 8885.

**Pub 503,** *Child and Dependent Care Expenses* — explains how you may be able to claim a credit if you pay someone to care for your dependent who is under age 13, or your spouse or dependent who is unable to care for himself or herself. Tax rules covering dependent care benefits from your employer are also explained. See Publication 926 for information on the employment taxes you may have to pay if you are a household employer.

Forms 1040A (Schedule 2), 2441.



**Pub 504**, *Divorced or Separated Individuals* — Form 8332.

**Pub 505**, *Tax Withholding and Estimated Tax* — Forms 1040-ES, 2210, 2210F, W-4, W-4P, W-4S, W-4V.

#### Pub 509, Tax Calendars for 2006

**Pub 510**, *Excise Taxes for 2006* — covers in detail the various federal excise taxes reported on Form 720. These include environmental taxes; communications and air transportation taxes; fuel taxes; manufacturers taxes; tax on heavy trucks, trailers, and tractors; and the ship passenger tax. This publication also provides information on wagering activities reported on Form 11-C and 730.

Forms 11-C, 637, 720, 730, 6197, 6627.

Pub 513, Tax Information for Visitors to the United States — briefly reviews the general requirements of U.S. income tax rules for foreign visitors who may have to file a U.S. income tax return during their visit. Most visitors who come to the United States are not allowed to work in this country. Check with the Bureau of Citizenship and Immigration Services (BCIS) before taking a job.

Forms 1040C, 1040-ES (NR), 1040NR, 2063.

Pub 514, Foreign Tax Credit for Individuals — explains the foreign tax credit that is allowed for income taxes paid to a foreign government on income taxed by both the United States and a foreign country. Form 1116.

**Pub 515**, *Withholding of Tax on Nonresident Aliens and Foreign Entities* — provides information for withholding agents who are required to withhold and report tax on payments to nonresident aliens, foreign partnerships, and foreign corporations. This publication includes information on required withholding upon the disposition of a U.S. real property interest by a foreign person. Also, it includes three tables listing U.S. tax treaties and some of the treaty provisions that provide for reduction of or exemption from withholding for certain types of income.

Forms 1042, 1042S, 8233, 8288, 8288-A, 8288-B, 8804, 8805, 8813, W-8 series (BEN, ECI, EXP, IMY).

**Pub 516**, *U.S. Government Civilian Employees Stationed Abroad* — discusses many of the allowances, reimbursements, expenses and property sales that U.S. Government civilian employees may have while working overseas.



#### Pub 517, Social Security and Other Information for Members of the Clergy and Religious Workers — discusses

social security and Medicare taxes and exemptions from ministers and religious workers. This publication also explains the income tax treatment of certain income and expense items of interest to the clergy.

Forms 1040 (Schedules C-EZ, SE), 2031, 2106EZ, 4029, 4361.

#### Pub 519, U.S. Tax Guide for Aliens

— gives guidelines on how nonresident aliens determine their U.S. tax status and figure their U.S. income tax.

Forms 1040, 1040C, 1040NR, 1040NR-EZ, 2063.

**Pub 521,** *Moving Expenses* — explains whether certain expenses of moving are deductible. For example, if you changed job locations last year or started a new job, you may be able to deduct your moving expenses. You may also be able to deduct expenses of moving to the United States if you retire while living and working overseas or if you are a survivor or dependent of a person who died while living and working overseas.

Form 1040, 3903.

**Pub 523**, *Selling Your Home* — explains how to treat any gain or loss from selling your main home.

Form 1040 (Schedule D).

Pub 524, *Credit for the Elderly or the Disabled* — explains who qualifies for the credit and how to figure it.

Forms 1040 (Schedule R), 1040A (Schedule 3).

Pub 525, Taxable and Nontaxable Income

#### Pub 526, Charitable Contributions

— explains how to claim a deduction for charitable contributions and describes organizations that are qualified to receive charitable contributions. It also describes contributions you can (and cannot) deduct and explains deduction limits.

Forms 1040 (Schedule A), 8283.

**Pub 527**, *Residential Rental Property* — explains rental income and expenses and how to report them on your return. This publication also defines other special rules that apply to rental activity.

Forms 1040 (Schedule E), 4562.

#### Pub 529, Miscellaneous Deductions

— identifies expenses you may be able to take as miscellaneous deductions on Form 1040 (Schedule A), such as employee business expenses and expenses of producing income. This publication does not discuss other itemized deductions, such as the ones for charitable contributions, moving expenses, interest, taxes, or medical and dental expenses.

Forms 1040 (Schedule A), 2106, 2106EZ.

**Pub 530**, *Tax Information for First-Time Homeowners* — Forms 1040 (Schedule A), 8396.

**Pub 531**, *Reporting Tip Income* — explains how tip income is taxed and the rules for keeping records and reporting tips to your employers. This publication focuses on employees of food and beverage establishments, but recordkeeping rules and other information may also apply to other workers who receive tips, such as hairdressers, cab drivers, and casino dealers. (See Publication 1244.) Forms 4070, 4070A.

Pub 534, Depreciating Property Placed in Service Before 1987 — This publication explains how to figure and claim deductions for depreciation under ACRS. Form 4562.

**Pub 535**, *Business Expenses* — discusses in detail common business expenses and explains what is and is not deductible.

Pub 536, Net Operating Losses (NOLs) for Individuals, Estates and Trusts — discusses net operating losses (NOLs) for individuals, estates, and trusts. Such topics include: how to figure an NOL; when to use an NOL; how to claim an NOL deduction; and how to figure an NOL carryover.

Form 1045.





**Pub 537**, *Installment Sales* — explains the tax treatment of installment sales. (Installment sales are sales where part or all of the selling price is paid after the year of the sale.) If you finance the buyer's purchase of your property, instead of having the buyer get a loan or mortgage from a bank (or other lender), you probably have an installment sale.

Form 6252.

Pub 538, Accounting Periods and Methods — explains some of the rules for accounting periods and methods. This publication is not intended as a guide to general business and tax accounting rules. Forms 1128, 2553, 3115.

Pub 541, *Partnerships* Form 1065 (Schedules K, K-1).

**Pub 542**, *Corporations* — discusses the general tax laws that apply to ordinary domestic corporations. Forms 1120, 1120-A.

**Pub 544**, *Sales and Other Dispositions of Assets* — explains how to figure gain and loss on various transactions, such as trading, selling, or exchanging an asset used in a trade or business. This publication defines capital and noncapital assets and the tax results of different types of gains and losses.

Forms 1040 (Schedule D), 4797, 8824.

Pub 547, Casualties, Disasters, and

**Thefts** — helps you identify a deductible disaster, casualty, or theft loss. This publication also explains how to figure and prove your loss and how to treat the reimbursement you receive from insurance or other sources.

Form 4684.

**Pub 550**, *Investment Income and Expenses* — covers investment income such as interest and dividends, expenses related to investments, and sales and trades of investment property including capital gains and losses.

Forms 1040 (Schedules B, D), 1099-DIV, 1099-INT, 4952, 6781, 8815.

**Pub 551**, *Basis of Assets* — explains how to determine the basis of property, which is usually its cost.

**Pub 552**, *Recordkeeping for Individuals* — highlights and serves as a ready reference on general recordkeeping for individual income tax filing.

**Pub 553**, *Highlights of 2005 Tax Changes* — provides detailed information about tax law changes that may affect you this filing season.

**Pub 554**, *Older Americans' Tax Guide* provides helpful information on tax topics that may be of interest to older Americans. This guide also covers certain provisions that give special tax treatment to them.



**Pub 555,** *Community Property* — provides helpful information to married taxpayers who reside in a community property state — Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, or Wisconsin. If you and your spouse file separate tax returns, you should understand how community property laws affect the way you figure your income on your federal income tax return.

**Pub 556**, *Examination of Returns, Appeal Rights, and Claims for Refund* — Forms 1040X.

**Pub 557**, *Tax-Exempt Status for Your Organization* — explains the rules and procedures that apply to organizations applying for exemption from federal income tax under section 501 of the Internal Revenue Code.

Forms 990, 990 EZ, 990 PF, 1023, 1024, 8871, 8872.

Pub 559, Survivors, Executors, and Administrators — provides helpful information for reporting and paying the proper federal income taxes if you are responsible for settling a decedent's estate. This publication answers many questions that a spouse or other survivor faces when a person dies.

Forms 1040, 1041.

Pub 560, Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans) — provides guidance relevant to retirement plans available to small businesses (including the self-employed). It covers simplified employee pensions (SEPs), qualified plans, and savings incentive match plan for employees (SIMPLE) retirement plans.





Pub 561, *Determining the Value of Donated Property* — defines fair market value and provides other guidance that may help you determine the value of property you donated to a qualified organization. Form 8283.

#### Pub 564, Mutual Fund Distributions

— explains the tax treatment of distributions paid or allocated to an individual shareholder of a mutual fund, and explains how to figure gain or loss on the sale of mutual fund shares.

Forms 1040 (Schedules B, D), 1099-DIV.

**Pub 570,** *Tax Guide for Individuals with Income from U.S. Possessions* — provides tax guidance for individuals with income from American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. This publication also gives information and addresses for filing U.S. pos-

session tax returns, if required. Forms 1040, 1040-SS, 4563, 5074, 8689.

#### Pub 571, Tax-Sheltered Annuity Plans (403(b) Plans) For Employees of Public Schools and Certain Tax-Exempt Organizations — explains the contribution rules

that apply to tax-sheltered annuity plans offered by qualified employers to eligible employees. Rules discussed include the limit on elective deferrals and the limit on annual additions.

Form 5330.

#### Pub 575, Pension and Annuity Income

— explains how to determine the tax treatment of distributions received from a qualified pension and annuity plans. It also discusses the optional tax treatment you can choose to use for lump sum distributions received from a pension, from stock bonus and profit-sharing plans. Additionally, this publication discusses how to roll over distributions from a qualified plan. Forms 1040, 1040A, 1099-R, 4972.

Pub 578, Tax Information for Private Foundations and Foundation Managers — explains what a private foundation is and discusses relevant tax information. Form 990.

#### Pub 579SP, Cómo Preparar la Declaración de Impuesto Federal (How to Prepare the Federal Income Tax Return) — in Spanish.

Forms 1040, 1040A (Schedules 1 and 2), 1040EZ, and Schedule EIC.

**Pub 583**, *Starting a Business and Keeping Records* — provides basic federal tax information for people who are starting a business. It also provides information on keeping records and illustrates a recordkeeping system.

Pub 584, Casualty, Disaster, and Theft Loss Workbook (Personal-Use Property) — contains schedules for listing contents of your residence and is designed to help you figure your losses on personal-use property in the event of a casualty, disaster, or theft.

Pub 584-B, Business Casualty, Disaster, and Theft Loss Workbook — contains schedules for listing your income producing property and is designed to help you figure your losses on the property in the event of a casualty, disaster, or theft.

**Pub 584SP**, *Registro de Pérdidas Personales Causadas por Hechos Fortuitos (Imprevistos) o Robos* — Publication 584 in Spanish.

#### Pub 587, Business Use of Your Home (Including Use by Daycare Providers)

— explains rules for claiming deductions for business use of your home and what expenses may be deducted.

**Pub 590**, *Individual Retirement Arrangements (IRAs)* — explains the tax rules that apply to IRAs and the penalties for not following them. Rules discussed include those affecting contributions, deductions, transfers (including rollovers), and withdrawals. This publication includes tax rules for traditional IRAs, Roth IRAs, SEPs, and SIMPLES.

Forms 1040, 1040A, 5329, 8606.

Pub 593, Tax Highlights for U.S. Citizens and Residents Going Abroad — provides a brief overview of various U.S. tax provisions that apply to U.S. citizens and resident aliens who live or work abroad and expect to receive income from foreign sources.

**Pub 594**, *Understanding the Collection Process* — defines your rights and duties as a taxpayer who owes federal taxes. This publication also explains how the IRS fulfills its legal obligation to collect these taxes.

Pub 594SP, Comprendiendo el Proceso de Cobro (Understanding the Collection Process) — Publication 594 in Spanish.

**Pub 595**, *Capital Construction Fund for Commercial Fisherman* — is primarily intended for sole proprietors who use Form 1040 (Schedules C or C-EZ) to report profit or loss from fishing. This publication does not cover corporations or partnerships in detail.

Forms 1040 (Schedules C, C-EZ ), 1099-MISC.



**Pub 596**, *Earned Income Credit* — explains who may receive the credit, how to figure and claim the credit, and how to receive advance payments of the credit.

Forms 1040, 1040A, Schedule EIC, EIC Worksheets, W-5.

**Pub 596SP**, *Crédito por Ingreso del Trabajo (Earned Income Credit)* — Publication 596 in Spanish.

**Pub 597**, *Information on the U.S.-Canada Income Tax Treaty* — this publication explains certain tax provisions that may apply to U.S. residents who live or work in Canada.

Pub 598, Tax on Unrelated Business Income of Exempt Organizations — explains how the tax applies to most taxexempt organizations. It explains the rules that apply if an organization regularly operates a trade or business that is not substantially related to its exempt purpose. Form 990-T.

Pub 686, Certification for Reduced Tax Rates in Tax Treaty Countries — explains how U.S. citizens, residents, and domestic corporations may certify to a foreign country that they are entitled to tax treaty benefits.

Pub 721, *Tax Guide to U.S. Civil Service Retirement Benefits* — explains how the federal income tax rules apply to civil service retirement benefits received by retired federal employees (including those disabled) or their survivors.

Forms 1040, 1040A.

**Pub 850**, *English-Spanish Glossary of Words and Phrases* — Used in Publications Issued by the Internal Revenue Service **Pub 901**, *U.S. Tax Treaties* — explains the reduced tax rates and exemptions from U.S. taxes provided under U.S. tax treaties with foreign countries. This publication provides helpful information for residents of those countries who receive income from U.S. sources. It may be useful to U.S. citizens and residents with income from abroad.

Pub 907, Tax Highlights for Persons with Disabilities — briefly explains tax laws that apply to persons with disabilities and directs readers to sources of detailed information on topics such as deductible expenses, tax credits, and taxable and non-taxable income.

**Pub 908**, *Bankruptcy Tax Guide* — explains the federal tax obligations of persons filing bankruptcy petitions and bankruptcy estates.

Forms 982, 1040, 1041.

**Pub 915**, *Social Security and Equivalent Railroad Retirement Benefits* — explains taxability of social security and equivalent railroad retirement benefits.



Forms SSA-1042S and RRB-1042S, SSA-1099 and RRB-1099, Social Security Benefits Worksheets.

**Pub 918**, *Drafts of Worksheets in IRS Publications* — available on IRS website and IRS CD only.

Pub 919, How Do I Adjust My Tax Withholding? — discusses Form W-4 and offers guidance for getting the right amount of tax withheld from your pay. Form W-4.

Pub 925, Passive Activity and At-Risk Rules — discusses two sets of rules that may limit the losses you can deduct on your tax return from any trade, business, rental, or other income-producing activity. Form 8582.

Pub 926, Household Employer's Tax Guide For Wages Paid in 2004 — identifies "household employees." Included are tax rules you should know when you employ a household worker such as a babysitter, maid, yard worker, or similar domestic worker. This publication explains what federal employment taxes to withhold and pay and what records to keep. Forms 1040 (Schedule H), W-2, W-3,

W-4, W-5.

**Pub 929**, *Tax Rules for Children and Dependents* — explains filing requirements and the standard deduction amount for dependents. This publication also explains when and how a child's parents may elect to include their child's interest and dividend income on their return, and when and how a child's interest, dividends, and other investment income reported on the child's return are taxed at the parents' tax rate.

Forms 8615, 8814.



Pub 936, Home Mortgage Interest Deduction - discusses the rules for deducting home mortgage interest limits on the deduction and how to report it on your tax return.

Form 1040 (Schedule A).

Pub 938, Real Estate Mortgage Investment Conduits (REMICs) Reporting Information (And Other Collateralized **Debt Obligations (CDOs))** — contains directories of REMICs and CDOs to assist brokers and middlemen with their reporting requirements. Available on the IRS website.

Pub 939, General Rule for Pensions and Annuities — covers the method used to figure the tax-free part of pension and annuity payments from nongualified plans, using life expectancy actuarial tables. The General Rule is used primarily for nonqualified plans, such as purchased commercial annuities, private annuities, and nonqualified employee plans.

Pub 946, How to Depreciate Property - This publication explains the general rules for depreciating property, how to figure and claim deductions for depreciation under MACRS and the special depreciation allowance. It also explains how you can elect to take a section 179 deduction for certain property and additional rules for listed property.

Form 4562.

Pub 947, Practice Before the IRS and **Power of Attorney** — explains who can represent a taxpayer before the IRS and what forms are used to authorize a person to represent a taxpayer or to receive information from IRS regarding a taxpayer. Forms 2848, 8821.

Pub 950, Introduction to Estate and Gift *Taxes* — provides general information on the federal gift and estate taxes. It explains when these taxes apply and how they can be eliminated or reduced by the unified credit. — Forms 706, 709.

Pub 954, Tax Incentives for Distressed **Communities** 

#### Pub 957, Reporting Backpay and Special Wage Payments to the Social Security Administration

Pub 967. The IRS Will Figure Your Tax - explains the procedures for choosing to have the IRS figure the tax on Forms 1040, 1040A, and 1040EZ.

#### Pub 968, Tax Benefits for Adoption

 explains the adoption tax credit and the exclusion from income on certain employer-provided amounts you pay to adopt a child.

Form 8839.

Pub 969, Health Savings Accounts and Other Tax Favored Health Plans — explains what a health savings account is, who can have one, and how to report it. This publication also explains Archer medical savings accounts and Medicare Advantage MSAs.

Forms 8853, 8889, 1099-SA, 5498-SA.

Pub 970. Tax Benefits for Education - explains the tax benefits that may be available to you if you are saving for or paving higher education costs for yourself or another student. Includes information previously contained in Publications 508 and 520, such as deducting work-related education expenses and the taxability of scholarships and other types of educational assistance. Form 8839.

#### Pub 971, Innocent Spouse Relief (And Separation of Liability and Equitable **Relief**) — explains who may qualify for relief and how to apply for relief. Form 8857.

Pub 972, Child Tax Credit — explains the child tax credit and provides Child Tax Credit Worksheets for those who cannot use the worksheet in their Form 1040 or Form 1040A instructions. It also provides the information on additional child tax credit and worksheets that may be necessary in the preparation of Form 8812.

Pub 1004, Identification Numbers Under **ERISA** 





#### Pub 1045, Information for Tax Practitioners

Pub 1212, List of Original Issue Discount Instruments — helps brokers and other middlemen identify publicly offered original issue discount debt instruments so that they can file Forms 1099-OID or Forms 1099-INT as required. This publication also assists owners of publicly offered OID instruments to determine the OID to report on their income tax returns.

#### Pub 1244, Employee's Daily Record of Tips and Report to Employers — Forms 4070, 4070-A.

**Pub 1542**, *Per Diem Rates* — provides the maximum per diem allowances for business travel within the continental U.S.A.

Pub 1544, Reporting Cash Payments of Over \$10,000 (Received in a Trade or Business) — explains when and how persons in a trade or business must file a Form 8300 when they receive cash payments of more than \$10,000 from one buyer. It also discusses the substantial penalties for not filing the Form. Form 8300.

Pub 1544SP, Informe de Pagos en Efectivo en Exceso de \$10,000 (Recibidos en una Ocupacion o Negocio) — explains in Spanish when and how persons in a trade or business must file a Form 8300 or 8300SP when they receive cash payments of more than \$10,000 from one buyer. It also discusses the substantial penalties for not filing the form.

**Pub 1546**, *Taxpayer Advocate Service of the IRS* — Index of Topics and Related Publications. Look over the following index to find the topic you have questions about. The number listed after each topic is the related publication. Where more than one number is listed after a topic, bold type has been used to identify the publication that provides the most detailed information about that topic. Refer to previous section titled Tax Publications for a brief description of many of the publications listed below.



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# A

Abandonment of assets | 544 Abroad, tax highlights for U.S. citizens and residents going | 593 Accelerated cost recovery system (ACRS) | 534 Accelerated death benefits | 559 Depreciation | 534 Accident and health plans | 535 Accident insurance, medical expense **502**, 554, 907 Accountable plan | 463, 535 Accounting periods and methods | 225. 334, 538, 552 Accrual method | 225, 538 ACRS recovery tables | 534 Actuarial tables | 939 Additional child tax credit | 972 Address change | 17 Adjusted basis (See Basis) Adjustments to income: Alimony paid | 504 IRAs (including traditional & Roth

Education IRAs), contributions to | 590 Keogh plan, contributions to | 535, 560 Medical savings accounts | 969 Moving expenses | 521 Penalty for early withdrawal of savings 550 Self-employed health insurance | 502, 535 Self-employment tax | 596, 596SP Administrators of estates | 559, 950 Adoption assistance programs | 968 Adoption expenses: Credit for | 968 Medical expenses, before adoption | 502 Advance payments: Earned income tax credit | 596, 596SP, 926 For sales and services | 538 Advertising expenses | 535 Age 59 1/2 rule | 590 Age 65 or older: Standard deduction | 501. 554. 929 Tax credit | **524**, **554** Agricultural Employment | 51 Air transportation of persons or property, excise tax | 510 Air travel facilities excise tax | 510 Aliens: Spouses | 3, 519 Tax obligations | 3, 519 Tax treaties, U.S. | 901 Visitors to U.S. | **513**, 519 Withholding on nonresident | 515 Alimonv | 504 Allocated tips | 531 Alternate depreciation system (ADS) | 225, 946 Alternative minimum tax: Corporations | 542 Individuals | 929 Amended returns:

U.S. citizens abroad | 54 Amortization | 535 Bond premium | 529, 550 Farmers | 225 Start-up costs | 535, 542 Annuities (See also Pensions): Civil service | 721, 939 Estate and gift taxes | (Forms 706 & 709 instructions) Joint and survivor | 575, 939 Loans from employer plans | 560, 575 Older persons | 554 Other than civil service | 575, 939 Ruling request | 939 Self-employed | 560 Tax-sheltered | 571 Tax treatment | 575, 939 Variable | 575 Withholding on | 505, 575, 721 Anticipated liabilities | 535 Apartment, condominium, cooperative: Depreciation of | 946 Owner's deductions | 530 Rental of | 527 Sale of | 523 Appeal of erroneous lien | 594, 594SP Appeal procedures, exempt organizations 557 Appeal rights and claims for refund | 556 Application procedures, exempt organizations | 557 Appraisals (See Valuation) Appreciation in value of property: Charitable donation | 526 Sale of asset | 544 Armed forces: Alien status | 3 Combat zone compensation | 3 Combat zone forgiveness | 3 Decedents | 3 Dependency exemptions | 3, 501 Earned income tax credit | 3, 596, 596SP



Extension of deadline | 3 Filing returns | 3 Home, sale of | 3, 523 Income taxes on death | 3, 559 Itemized deductions | 3 Moving expenses | 3, 521 Reservists | 463, 529 Tax liability | 3 Taxable and nontaxable income | 3, 525 Transportation expenses of reservists | 3, 463 Travel expenses | 3, 463 Uniforms | 3. 529 Articles of organization | 557 Assessments for local improvements 225, 530, 535, 551 Assets (See Property) Associations: Investment clubs | 550 At-risk rules | 925 Attorney fee: Business expenses | 535 Divorce | 504 Investment expense | 550 Personal legal expenses | 529 Automobile expense (See Car expenses) Aviation fuel, excise tax | 510 Awards and prizes | 525, 535

# B

Babysitters | 926 Backup withholding | 505, 550 Bad debts: Business | 334, 529, 535 Nonbusiness | 550 Bankruptcy | **594, 594SP, 908** Bar examination fees | 529 Bargain purchases | 526, 551 Bargain sale to charity | 544 Barter income | 525 Basis | 225, 550, 551 Adjusted | 225, 527, 530, 534, 551, 564, 946

Bonds | 550, 551 Cars | 463 Casualty and theft losses | 547, 551 Condemnation | 544 Cost | 551, 564 Depreciable | 225, 946 Farm property | 225 Gifts | 551, 564 Home | 523, 530 Inherited property | 551, 555, 559, 564 Intangible assets | 551 Mutual funds | 564 Partner's interest in partnerships | 541 Other than cost | 551 Rental property | 527, 551 S corporation stock | (Form 1120-S instructions) Stocks | 550, 551 Below market loans | 550 **Beneficiaries:** Annuity | 575, 721 Estate | 559 Inheritance | 525, 559 IRA | 575, 590 Health savings accounts | 969 Life insurance | 525 Medical savings accounts | 969 Bequests (See Gifts, bequests, and inheritances) Billing information | 594, 594SP Bingo games, exempt organizations | 598 Blindness: Guide animals | 502 Medical deduction for special schools and equipment | 502 Standard deduction | 501 Blocked income | 54 Blood donations | 526 Board and lodging (See Meals and lodging) Bona fide residence test | 54 Bonds: Amortization of premium | 550 Basis | 550, 551

Coupon, stripped | 550, 1212 Discounted [original issue discount (OID)] | 550, 1212 List of original issue discount | 1212 Market discount | 550 Original issue discount (OID) | 550, 1212 State or local | 550 Treasury | 550 U.S. savings | 550 Acquired from decedent | 550, 559 Used for education | 550, 970 Bonuses: Employee | 525 Employer's deduction | 535 Books and records, business | 583 Boycotts, international | 514 Braille materials | 502, 907 Bribes and kickbacks | 535 Brokerage fees | 550, 564 **Buildings**: Depreciation of | 946 Sale of | 544 Burial expenses (See Funeral expenses) Business (See also Deductions): Bad debt | 334, 529, 535 Casualty losses | 547 Expenses | 334, 463, 535, 555 Overseas | 953 Sale of interest | 544 Start-up costs | 535, 542 Taxes | 334, 535, 583 Use of car | 334, 463, 529 Use of home | 334, 529, 587

# C

Cafeteria plans | 15-B Calendars, tax | 509 Calls and puts | 550 Campaign contributions: Business expense | 535 Received | 525 Canadian tax treaty | 597

Contribution | 526 Cancellation of debt: Bankruptcy | 908 Effect on basis | 551 Farmers | 225 Income | 525 Insolvency | 908 Qualified real property business indebtedness | 334 Cancellation of lease | 521, 544 Capital assets (See Property) Capital contributions | 542 Capital expenditures: Basis | 551, 946 Business | 535 Farm business expense | 225 Medical expense | 502 Capital gain distributions | 550, 564, 929 Capital gains and losses (See Gains and losses) Capitalizing expenses | 535 Effect on basis | 551 Car expenses: Business | 334, 463, 535 Carpool | 525 Charitable | 526 Depreciation | **463**, 946 Education | 970 Medical | 502 Moving | 521 Carrybacks and carryovers: Capital loss | 536, 542, 544, 550, 564 Charitable contributions | 526 Foreign tax credit | 514 General business credit | 334 Investment interest expense | 550 Net operating loss | 536, 542 Termination of estate | 559 Carrying charges: Capitalizing | 535 Straddles | 550 Cash method of accounting | 225, 334, 538

Cash or deferred arrangements | 575 Cash transactions over \$10,000 | 1544, 1544SP Casualty losses, nonbusiness | 547 Workbook | 584, 584-B, 584SP Cellular telephones | 529, 946 Cemetery, contribution for | 526 Certificates of compliance (See Sailing permit) Charitable contributions (See Contributions) Charitable deductions, estate and gift taxes | (Forms 706 & 709 instructions) Child: Credit for care of | 503 Divorced or separated parents | 504 Exclusion of dependent care assistance benefits for care of | 503 Exemptions | 501 Support payments | 504, 594, 594SP Tax credit | 17, 579 SP Tax rules ( 929 Christian Science practitioners | 502, 517 Circulation expenses | 535 Citizens abroad | 54, 593 Civil service annuities: Community property | 555 Disability annuity | 721 Retirement annuity | 721 Survivors | 721 Claim procedures | 3, 556, 594, 594SP Excise taxes | 378, 510 Clean-fuel vehicle property | 535, 551 Cleaning and laundry expenses: Business expense when traveling | 463 Work clothes | 529 Clergy | 517 Earned income tax credit | 596, 596SP Income | 517, 525 Self-employment tax | 15-A, 517, 596, 596SP Social security | 15-A, 517 Closing costs | 523, 530, 551 Clothes, work | 526, 529

Club dues | 463, 529, 535 Collection of income, expenses of | 529, 550 **Collection process:** Income tax accounts | 594, 594SP Employment tax accounts | 594, 594SP Your rights | 1, 1SP, 594, 594SP Collateralized debt obligations (CDOs) 938 (Available on the IRS website) Combat zone: Compensation exclusion | 3 Decedents | 3, 559 Extension of deadline | 3 Filing returns | 3 Telephone excise taxes | 510 Commercial revitalization deduction | 954 Commissions | 525 Sale of home | 523 Commitment fees | 535 Communications excise tax | 510 Community income and property | 504, 555 Commuting | 529, 463 Compensation | 15-A, 525, 535, 560, 590 Damages | 525 Unemployment | 525 Compete, agreement not to | 535, 544, Computer, home | 529, 946 Condemnations | 523, 544 Condominiums | 527 Conservation contribution, gualified | 561 Contributions: Appreciated property | 526, 561 Capital | 542 Charitable: Corporation | 542 Estates | 559 (Forms 706 & 709 instructions) Health savings account | 969 Individuals | 526 Non-cash | 526, 561 Coverdell ESAs | 970 Medical Savings Accounts | 969



Partnership | 541 Retirement plans (including IRAs) 334, **535, 560, 571**, 590 Valuation | 561 Convention expenses | 463, 526 Conversion to rental property: Personal home | 523, 527, 551 **Cooperatives:** Income from | 225 Interest payments | 530, 936 Owner's deductions | 530 Rental | 527 Copyrights: Basis | 551 Depreciation | 946 Sale of | 544 Corporations | 542 Corporations electing to be S corporations | (Form 1120-S instructions) Corporations, small business stock losses | 550 Cosmetic surgery | 502 Cost annuity | 575, 721, 939 Cost depletion | 225, 535 Cost-of-living allowance | 525 Cost of goods sold | 334 Court, appeal to after examination | 556 Covenant not to compete (See Compete, agreement not to) Credits: Adoption | 968 Alcohol fuel | 334, 378 Biodiesel fuel | 334 Child and dependent care | 503 Child Tax Credit | 3, 17, 579SP, 972 Clean-fuel vehicle | 334 Disabled access | 334 Disability, permanent and total | 524 Earned income | 3, 555, 596, 596SP Elderly, for | 524, 554 Electric vehicle | 334, 535 Empowerment zone employment | 334, **954** 

Enhanced oil recovery | 334

Estimated tax | 505 Foreign tax | 514 General business | 334, 542 Health coverage tax | 502 Hope Credit | 970 Indian employment | 334, 954 Investment | 334 Liberty zone business employee | 334, 954 Lifetime learning | 970 Low income housing | 334 Low sulfur diesel fuel production | 334 Mortgage interest | 530, 936 New markets | 954 Railroad retirement tax, overpaid | 505 Reforestation | 334 Renewal community employment | 954 Renewable electricity and refined coal production | 334 Research | 334 Retirement savings contributions | 590 Social security tax, overpaid | 505 Student credits — Hope, lifetime learning | 970 Unified, estate and gift taxes | (Forms 706 & 709 instructions) | 950 Welfare-to-work | 334, 954 Withholding tax | 505 Work opportunity | 334, 954 Crops, unharvested | 225 Cruise ships | 463 Custodial fees | 529 Custodial parent | 501, 504 Custody | 501, 504

# D

Damaged property | 334, **547** Damages: As income | 334 Compensation for | 525 Medical expenses | 502 Severance | 544 Danger pay | 516 Daycare facility | 587 DC zone assets, exclusion of gains | 954 Deaf, guide dogs for | 502 Death benefits | 525 Debt-financed income or property | 598 Debts: Bad debts | 334, 535, 550 Canceled | 225, 334, 525, 551, 908 Qualified real property business | 334 Decedents | 3, 559, 950 Medical expenses | 502, 559 Declining balance depreciation method 534.946 Deductions: Amortization | 535 Bad debts: Business | 334, 529, 535 Nonbusiness | 334, 529, 550 Business use of home | 334, 529, 587 Car expenses | 334, 463 Casualty losses | 527, 547 Charitable contributions | 526, 561 Community property | 555 Convention expenses | 463 Corporations | 542 Dental expenses | 502 Depletion | 225, 535 Depreciation | 225, 463, 527, 534, 946 Disaster area losses |225, 547 Dividends received | 542 Domicile | 555 Educational assistance exclusion | 970 Educational expenses | 3, 970 Employee benefit programs | 334, 535 Employee business expenses | 463, 529 Employee's pay | 334, 535 Enterprise communities | 954 Entertainment expenses | 463 Meals and entertainment | 334, 463, 535 Estate tax | 950

Expenses of producing income | 529, 550 Final income tax return of decedent | 559 Fines: Business | 535 Personal | 529 Foreign housing costs | 54 Foreign income taxes | 514 Fringe benefits | 525, 15-B Gambling losses | 525, 529 Gift expenses | 463 Health savings account | 969 Home leave | 516 Home mortgage interest deduction | 530, **936** Income, expenses of producing | 529, 550 Interest expenses | 535, 550, 936 Investment expenses | 550, 564 IRA contributions | 590 Itemized deductions, recovery of | 525 Keogh plan contributions | 560 Legal expenses: Business | 535 Divorce | 504 Personal | 504, 529 Meals and lodging furnished to employees | 15-B, 535 Medical expenses | 502, 535, 554 Medical savings accounts | 969 Miscellaneous | 529 Moving expenses | 3, 521, 554 Partnerships | 541 Pension plan, contributions to | 535, 560, 571, 575 Personal exemptions | 501 Rental expenses | 527 Section 179 deduction | 225, 946 Self-employed health insurance | 502, 535, 541 Special depreciation allowance | 225, 946

Standard | 501 Student loan interest | 970 Taxes | 334, 530, 535 Thefts | 334, 547 Travel, transportation | 3, 334, 463, Deferrals, elective | 560, 571, 590 Dental expenses | 502 Departing aliens | 513, 519 Dependent care assistance programs 15-B Dependent care credit | 503 Dependents | 3, 501, 504 Medical expenses of | 502 Rules for children and | 929 Social security numbers | 501 Depletion | 225, 535 Deposits: Corporate taxes | 542 Due dates | 509 Employment taxes | 15 Excise taxes | 510 Frozen | 550, 590 Loss on | 529, 547, 564 Depreciation, depreciable property: Accelerated cost recovery system (ACRS) | 534 Basis | 225, 463, 527, 551, 946 Car | 225, 463, 946 Farm property | 225, 946 Home, business use | **587**, 946 Home, rental use | 527 Indian reservations, used on | 954, 946 Methods | 534, 946 Modified accelerated cost recovery system (MACRS) | 225, 463, 527, 946 Recapture | 334, 544 Sale of depreciable property | 334, 544 Trucks and vans | 463, 946 **Determination letters:** Employee benefit plans | 560 Exempt organizations | 557 Development expenses for oil, gas, and geothermal wells | 535

Diesel fuel excise tax | 510 Directors' fees | 525 Disability: Civil service retirement | 721 Income | 525 Persons with a | 502 Tax credit for | **524**, 554 Disabled dependent care | 502, 503, 907 Disaster area losses | 547 Disclosures required | 557, 590 Discount, original issue | 550, 1212 **Dispositions:** Business property | 334 Depreciable property | 224, 544, 946 Farm property | 225 Installment obligations | 537 Mutual funds | 564 Partner's interest | 541 Passive activity | 925 **Distributions:** Capital gains | 564 Corporate | 542, 550 Coverdell ESAs | 970 Estates | 559 Health savings account | 969 Individual retirement arrangements (IRAs) | 554, 590 Medical savings accounts | 969 Mutual funds | 564 Partnership | 541 Retirement plans | 560, 575, 721 S corporations | (Form 1120-S instructions) Dividends | 542, 550, 564 Capital gain distributions | 550, 564 Children's | 929 Estate | 559 Exempt - interest | 564 Mutual fund | 564 Received, deduction for corporations | 542 Reinvestment of | 550, 564 S corporations | (Form 1120-S instructions)



Divorced taxpayers | 504 Exemptions | **501**, **504** Individual retirement arrangement transfer | 590 Doctors, medical | 502 Domestic help | 926 Donations (See Contributions) Donee information return | 557 Drilling expenses for oil, gas, and geothermal wells | 535 Drug expenses | 502 Dual status tax year | 519 Due dates | 509, 225 Dues | 529, 535

# E

Earned income: Advance payment | 596, 596SP Filing requirements, dependents | **501**, 929 Foreign | 54 Tax credit | 3, 596, 596SP Easement | 544 Contribution of | 561 Effect on basis | 225, 551 Income for granting | 225 Economic performance rule | 538 Education: Educator expenses | 529, 970 Expenses | 3, 334, 529, 535, 970 Business | 334 Savings bond program | 550, 970 Scholarships and fellowships | 970 State tuition programs | 970 Student credits — Hope, lifetime learning | 970 Student loans | 970 Elderly persons: Sale of home | 523. 554 Tax credit for | 524, 554 Elective deferrals | 525, 560, 571, 590 Electric vehicle tax credit | 334, 535, 551 Embezzlement | 547 Employee benefit programs | 15-B, 560

Employee business expenses | 463, 529 Car | 463 Home | 587 Employees, defined | 15-A Employees' pay | 535 Employer identification number (EIN) | 225, 334, 510, 583, 926 Employer-paid Accident and health insurance | 15-B, 502 Adoption expenses | 15-B, 968 Dependent care | 503, 15-B Education | 15-B, 970 Life insurance | 15-B Employment abroad: U.S. citizens | 54 U.S. government civilians | 516 U.S. possessions | 570 Employment agency fees | 529 **Employment taxes:** Agricultural employers | 51 Collection process | 594 Collection process (Spanish) | 594SP Employer information | 15, 225, 583, 926 Exempt organizations | 15-A Household employees | 503, 926 Empowerment zones | 954 Empowerment zone employment credit 334, **954** Endowment insurance proceeds | 525 Enterprise communities | 954 Entertainment expenses | 463, 535 Environmental cleanup costs | 535 Environmental excise taxes | 510 Equitable relief | 971 ERISA. identification numbers under | 1004 Estate and gift taxes | 950, (Forms 706 & 709 instructions) Annual exclusion | 950 Basis | 559 Disclaimers | (Forms 706 & 709 instructions)

Divorced or separated | 504 Filing requirements | 559, 950 Marital deduction | 950 Unified credit | 950 Unified rate schedule | (Forms 706 & 709 instructions) Valuation methods | (Forms 706 & 709 instructions) Estates and trusts, income from | 525, 559 Estimated tax: Corporations | 542 Exempt organizations | 598 Farmers | 225 Individual | 505, 520 Nonresident aliens | 519 Examination of returns | 556 Your rights | 1, 1SP Excess accumulations, IRA | 590 Excess contributions, IRA | 590 Exchanges of property (See Property and sales and exchanges) Excise taxes | 510 Credits and refunds of excise taxes 225. **378**. 510 Exclusion of: Capital gains from DC zone assets 954 Employer-provided dependent care | 503, 15-B Employer-provided educational assistance | 15-B, 970 Gain on sale of home | 523 Income earned abroad | 54. 593 U.S. possessions | 570 Executors of estates | 559 Exempt income | 525 Exempt-interest dividends | 550, 564 Exempt organizations | 557 Application procedures | 557

Filing requirements | 557 Income from unrelated business | 598 Exemption from withholding | 505 Exemptions | 3, 501, 554 Expenses (See particular type of expense): Accrual method | 538 Business | 334, 535 Going into business | 225, 535, 542, 583 Car | 463 Cash method | 538 Condemnation award, securing | 544 Decedent, in respect of | 559 Dental | 502 Employee | 463 Exploration, mineral deposits | 535 Farm business expenses | 225 Foreign housing costs | 54 Income-producing | 529, 550 Inventory | 334, 538 Investment | 550 Medical | 502 Personal | 529 Receipts | 552 Recovery of | 525 Rental | 527 Extension of time to file tax return: Corporations | 542 Estate | 950, (Forms 706 & 709 instructions) Gift | (Forms 706 & 709 instructions) Income | 559, (Form 1041 instructions) Income | 501, 929 Living abroad | 54 Members of armed forces | 3 Partnerships | 541 S corporations | (Form 1120-S instructions)

# F

Fair market value: Charitable contributions | 526, **561** 

Defined | 225, 334, 526, 527, 537, 544.551.561 Mutual funds | 564 Valuation | 561 Family: Employees | 15, 225, 926 Partnerships | 541 Related persons | 544, 550, 946 Farmers and farming | 225 Employment taxes | 51 Federal Employees Compensation Act (FECA) payments | 525, 557, 721 Federal employees overseas | 516 Federal Insurance Contributions Act (FICA) | 517 Clergy and religious workers | 517 Federal retirees | 721 Federal retirees, disabled | 721 Federal unemployment tax (FUTA) | 15, 926 Fees: Appraisal | 526, 529, 547, 561 Check-writing | 529 Club dues and membership | 463, 529, 535 Commitment | 535 Custodial | 529, 550, 564 Directors' | 525 Legal | 529, 535 License and regulation | 535 Personal services | 525 Service, broker | 529, 550, 564 Settlement costs | 551 Fellowships | 970 Fiduciaries | 559 Filing requirements: Age 65 or over | **501, 554**, 915 Corporations | 542 Dependents | 501, 929 Employee benefit plans | 1004 Estates | (Forms 706 & 709 instructions)

Gift taxes | (Forms 706 & 709 instructions) IRA | 590 Partnerships | 541 S corporations | (Form 1120-S instructions) Filing status | 501, 554 Final return, individual | 559 Fines | 529, 535 Fire losses | 527, 547 First-in first-out (FIFO) inventory method 538 Fixing-up expenses, home | 523 Flexible spending arrangements | 969 Flood losses | 547 Foreclosures | 225, 544 Foreign: Convention expenses | 463 Earned income exclusion | 54 Employer | 525 Entities, withholding on | 515 Income taxes | 514 Moving expenses | 3, 54, 521 Person, disposition of U.S. real property by a | 515 Service representation and official residence expenses | 516 Tax credit | 514 Visitors to the United States | 513, 519 Franchises | 535, 544, 551 Fraternal societies, contributions to | 526 Fringe benefits | 334, 525, 535, 15-B Withholding | 505 Fuel tax credit or refund | 225, 378 Fulbright grants | 54, 970 Funeral expenses: Estates | 559 Individuals | **502**, **529** 

# G

Gains and losses | 225, **544, 550** Basis | 550, **551** Capital gains | 550, 564, 919

Exempt organizations | 557, 598

Excise taxes | 510



Casualty losses | 527, 547 Condemnation | 225, 544 Corporations | 542 Depreciable property | 544 Employee stock options | 525 Estate | 559 Investment property | 550 Liquidating dividends | 550 Loss on savings deposits | 529, 550 Mutual funds | 564 Nonresident aliens | 519 Partner's interest | 541 Rental property | 527 S corporations | (Form 1120-S instructions) Sale of assets | 544, 550 Sale of farm property | 225 Sale of home | 523, 554 Stock options | 550 Theft losses | 527, 547 Gambling winnings and losses | 525, 529 Withholding requirements, winnings | 505. 515 Gas guzzler excise tax | 510 Gasoline excise taxes | 510 General business credit | 225, 334 General depreciation system (GDS) | 225, 527,946 General rule, annuities | 939 Gift expenses | 463 Gift tax (See also Estate and gift taxes) 504,950 Gifts, bequests, and inheritances | 559, 950 Basis | 551, 559 Business | 463 Depreciable property | 544 Exclusion from income | 525 Home | 523 Mutual funds | 564 Partnership interest | 541 Property received as | 559 Survivor annuities | 559, 575

Going-into-business expenses | 225, 535, 542 Goodwill: Amortization | 535 Basis | 551 Depreciation | 534 Sale of | 544 Government officials | 529 (See Officials) Grants | 970 Gross estate | (Forms 706 & 709 instructions) Gross income test, dependents | 501 Gross profit percentage | 225, 537 Ground rent | 530, 936 Group exemption letter | 557 Group health plans | 15-B Group-term life insurance | 525, 15-B Guaranteed payments to partners | 541 Guaranteed annual wage | 525 Guide dogs for the blind and deaf | 502, 554

# Н

Health coverage tax credit | 502 Health insurance | 502, 535, 554, 969 Health reimbursement arrangements | 969 Health savings accounts | 969 Hearing aids | 502 Highway-use tax | 510 Highlights of tax changes | 553 Holding period | 225, 523, 544, 550 Home: Business use of | 529, 587 Changed to rental | 527, 551, 946 Computer | 529 Construction | 523 First-time owner's deductions | 530 Main | 523 Mortgage interest deduction | 530, 936 Purchase | 530 Repairs and improvements | 530 Sale of | 3, 523

Hope Credit | 970 Hospital insurance (See Social security) Hospitalization | **502**, 554 Household employers | **503**, 926 Housekeeper, child care | **503**, 926 Housing allowances | 525, 596, 596SP H.R. 10 plans | 560

# 

Identification numbers: Adoption | 501, 968 Aliens | 501, 515, 519 Business taxpayers | 334 Employer | 225, 334, 583 ERISA | 1004 Social security | 501 Impairment related | 502, 529 Importers, excise taxes | 510 Improvements and repairs: Assessments for | 527, 530 Business property | 535 Depreciation | 225, 946 Home | 530 Rental property | 527 Selling home | 523 Inclusion amount | 463 Income (See particular type of income) | 525 Accrual of | 538 Advance payments reported as income | 538 Alimony | 504 Business | 334 Clergy | 517, 525 Collection process | 594 Collection process (Spanish) | 594SP Combat zone compensation | 3 Constructive receipt | 525, 538 Corporate | 542 Cost of goods sold | 334, 538 Decedent, in respect of | 3, 559 Disability | 525, 554, 907 Effectively connected with U.S. trade or business | 519

Farm | 225 Foreign source | 54 Investment | 550 IRA | 590 Miscellaneous | 525 Mutual fund distributions | 564 Nontaxable | 3, **525**, 554 Other than cash | 525 Partnership | 541 Railroad retirement benefits | 525, 554.915 Recapture of depreciation | 334, 537, **544**, 946 Rental | 527 S corporations | (Form 1120-S instructions) Social security benefits | 525, 554, 915 Taxable | 3, 525 Taxes on death | 3, 559 Tips | 531, 1244 Unemployment compensation | 525 Unrelated business, exempt organization | 598 When included | 538 Income tax withholding | 505, 515 Indebtedness (See Debts) Indefinite assignment | 463 Indian employment credit | 334, 954 Indian reservations, depreciation | 946, 954 Individual retirement arrangements (IRAs) | 3, 535, 554, **590**, 970 Inheritance (See Gifts, bequests, and inheritances) Innocent spouse relief | 971 Installment: Agreements | 594, 594SP Obligations, disposition of | 537 Payments, estate tax | (Forms 706 & 709 instructions) Payments, highway-use tax | (Forms 2290, 2290SP, 2290-FR) Sales | 225, 537

Insurance: Accident and health | 502, 535, 15-B Beneficiaries | 559 Business, deductible and nondeductible premiums | 334, 535 Casualty losses | 547 Employer-financed | 525 Estate tax | (Forms 706 & 709 instructions) Farm business, deductible premiums | 225 Foreign insurer, excise tax | 510 Group-term life | 525, 15-B Health | 502 Home | 529 Interest on policy | 550 Life | 525, 529, 535, 554 Long-term care | **502**, 535 Malpractice | 529 Medical | 502, 535, 554 Medical for self-employed | 502, 535, 554 Proceeds, life | 525 Thefts | 547 Interest income: Below-market loans | 525, 550 Children's | 929 Education savings bond program | 550, 970 General | 550, 554 Original issue discount (OID) | 550, 1212 Unstated | 537 Interest expense: Below-market interest rate loans | 535 Business | 535 Capitalization of | 535 Home mortgage | 530, 936 Limit on home mortgage interest | 936 Investment | 550, 564 Prepaid interest | 530, 535 Unstated | 537

International air travel facilities, excise tax | 510 International boycott | 514 Interrelated computations, estate and gift taxes | 904 Interview expenses: Business | 535 Reimbursed | 525 Inventories | 334, **538**, 946 Farm inventory | 225 Substantially appreciated in value | 541 Uniform capitalization rules | 538 Investment: Annuity contract | 575 Clubs | 550 Counsel fees | 550, 564 Income and expenses | 550, 564, 929 Interest | 550, 564 Property | 550 Investigation, crime | 529 Involuntary conversions | 225, 544, 547, 551 Itemized deduction recoveries | 525

# J

Job: Empowerment zone employment credit 334. **954** Expenses of looking for a new job 529 Indian employment credit | 334, 954 Interview | 535 Moving expenses | 521, 535 Transportation expenses | 463 Travel expenses | 463 Welfare-to-work credit | 334, 954 Work opportunity credit | 334, 954 Joint and survivor annuities | 575, 939 Joint interests, gross estate | (Forms 706 & 709 instructions) Joint return: Decedent and surviving spouse | 3, 501, 559 Filing | 501



Nonresident aliens | 3, **519** Signing | 501 Jury duty fees | 525

# K

Keogh plans | **535, 560** Kerosene excise tax | 510 Kickbacks | 334, 535

# L

Land (See Real property) Last-in first-out (LIFO) inventory method | 538, 911 Leases | 535 Cancellation | 521 Cars | 463 Leveraged | 535 Legal expenses (See Attorney fee) Letters, memoranda, etc. | 544 Levv | 594. 594SP Liabilities: At-risk rules | 925 Contested | 535, 538 Partnership | 541 Release from | 525 License fees | 529 Lien | 594, 594SP Lifetime learning credit | 970 Like-kind exchanges | 334, 544, 550, 551 Limits: Business meals | 463 Casualty, disaster, theft loss deductions 547 Charitable contribution deductions 1526 Depreciation of business car | 225, 463, 946 Depreciation of business truck or van | 225.946 Education credits | 970 Entertainment | 463 Home mortgage interest deduction | 936 IRA contributions and deductions | 590 Section 179 deduction | 225, 946

Liquidation: Distributions in | 550 Partner's interest | 541 Listed property | 225, 534, 946 Cars | 225, 463, 946 Livestock, raised | 225 Loan origination fees (points) | 523, 530, 535, 551, 936 Loans, interest on: Below market | 525, 535, 550 Business expense | 334, 535 Lobbying expenses | 529, 535 Exempt organizations | 557 Lockout and strike benefits | 525 Lodging and meals furnished to employees | 15-B, 587 Long-term care | 502 Long-term gains and losses | 550, 564 Losses: Abandonment | 544 At-risk limits | 925 Bad debt | 535. 550 Business expenses | 535 Business property | 544 Casualty | 547 Condemnations | 544 Deposits | 529, 547, 550 Disaster | 547 Workbook | 584, 584B, 584SP Estate | 559 Exchange of property | 544, 550, 551 Farm | 225 Gambling | 529 Home, sale of | 523 Involuntary conversions | 225, 544, **547**, 551 IRA investments | 590 Mutual funds | 564 Net operating | 225, 536, 542 Options | 550 Partnerships | 541 Passive activity limits | 925 Recovery in later year | 525, 547

Related party transactions | 550 Rental | 527 Reporting | **544**, 547, 550 S corporations | (Form 1120-S instructions) Sales and other dispositions | 544, 550, 564 Section 1231 | 225, 544 Section 1244 stock | 550 Small business corporation | 550 Straddles | 550 Thefts | 547 Wash sales rules | 550 Worthless securities | 550 Lost property | 547 Lump-sum payments: Civil service annuities | 721 Employees' plan | 554, 575 Retirement annuities | 554, 575 Rollover, tax-free | 575, 590 Special 5-year or 10-year tax options 575 Wages | 525 Withholding on | 505

# M

MACRS percentage tables | 946 Main home | 523 Maintenance of household: Child and dependent care | 503 Divorced or separated | 504 Head of household | 501 Household employer | 926 Manufacturers excise taxes | 510 Marital deduction, estate and gift taxes (Forms 706 & 709 instructions) Market discount bonds | 550 Meals and lodging: Business travel | 15-B, 463, Charitable travel | 526 Furnished to employees | 15-B, 587, Medical expenses | 502, 554

Moving expenses | 3, 521 Per diem rates | 1542 Standard meal allowance | 463 Taxability of reimbursements | 3, 525 Medical reimbursement plans | 15-B Medical expenses | 502, 554, 934 Decedent | 502, 559 Guide dogs for blind and deaf | 502, 554 Insurance for self-employed | 502, **535**. 554 Medical savings accounts | 559, 969 Medicare | 502, 554 Reimbursement | 502 Schools, special | 502 Medical savings accounts | 969 Medicare tax (See Social security) Memberships, club dues | 463, 529, 535 Mileage allowances: Business car | 334, 463, 535 Charitable contributions | 526 Medical expenses | 502, 554 Moving expenses | 521 Military personnel (See Armed forces) Mineral property | 535 Minimum distributions: IRAs | 590 Retirement plans | 575 Ministers (See Clergy) Miscellaneous deductions | 529 Modified accelerated cost recovery system (MACRS) | 225, 946 Modified adjusted gross income | 590 Mortgage assistance payments | 525, 936 Mortgage credit certificates | 530 Mortgaged property: Sale of | 544 Contribution of | 526 Mortgages: Basis | 551 Installment sales, assumed |537 Interest deduction, home | 530, 936

Property exchanged, effect on | 544 Moving expenses | 3, **521**, 535 Foreign move | 3, **54**, 516, **521** Multiple support agreement | 501 Municipal bonds | 550 Musical compositions, sale of | 544 Mutual funds | **550, 564** 

#### N

Net operating losses | 334, 536, 542 New York Liberty Zone | 954 Nonaccountable plan | 463, 535 Nonbusiness bad debt | 550 Nondeductible contributions: IRAs | 590 Qualified plans | 560 Nonresident aliens | 3, 513, 519, 559 Beneficiaries of estate | 559 Joint return | 519 Withholding on | 515 Nonresident U.S. citizens | 54, 593 Nontaxable exchanges | 225, 544, 550, 551 Nontaxable income | 525, 554 Notes, interest on | 550 Nursing services | 502, 554

# 0

Offers in compromise | **594, 594SP** Office expenses | 535 Office in home | 529, **587**, 946 Officials | 463 Oil and gas property: Depletion | 535 Drilling and development expenses | 535 Operating loss, net | **536**, 542 Options | 525, **550** Employee stock | 15-B Stock | 550 Organization expenses | 541, 542 Original issue discount (OID) | 527, 550, 1212 Original issue discount obligations, list of | **1212** Out-of-pocket expenses, contributions | 526 Overseas: Citizens and residents, U.S. | 54 Government, U.S., civilian employees | 516 Possessions, U.S. | 570 Scholars | 970 Tax highlights, citizens and residents | 593 Ozone-depleting chemicals excise tax | 510

# P

Paid-in capital | 542 Parking fees and tolls | 463 Partial liquidation (See Liquidation) Partners and partnerships | 541 Passive activities | 925 Patents: Basis | 551 Depreciation | 946 Sale of | 544 Payments: Beneficiaries, to | 559 Cash, large | 1544, 1544SP Employee plans | 535, 560 Installment | 537, 594, 594SP Large cash | 1544, 1544SP Procedures | 594, 594SP Peace Corps | 516, 525 Penalties: Business | 594 Deductibility | 535 Early withdrawal of savings | 550 Estimated tax | 505 Failure to report large cash payment | 1544, 1544SP Filing late | 510, 594, 594SP IRAs | 590 Overstating the value of donated property | 561



Paying late | 510, 594, 594SP Tax deposits not made | 509, 510, 594, 594SP Trust fund recovery | 51, 594, **594SP** Underpayment of tax | 334, 505 Pensions: Civil service | 721, 939 Loans from employer plans | 554, 560, 575 Lump-sum distributions | 554. 575. 590. **721** Other than civil service | 575, 939 Self-employed, retirement plans for the | 560 SIMPLE IRA plan | 560, 590 Simplified employee pension (SEP) | 535, **560, 590** Small business, retirement plans for 1560 Tax-sheltered annuity plans | 571 Taxation of | 554, 575, 939 Withholding on | 15-A. 505, 575, 721 Percentage depletion | 225, 535 Per diem allowances | 463, 535, 1542 Performing artists | 529 Permanent and total disability: Credit | 524, 554 Defined | 524 Personal exemption | 501, 554 Personal injury, damages | 525 Personal property: Depreciation | 534, 946 Installment sales | 537 Repossessions | 537, 544 Sale of | 544 Section 1245 | 225, 544 Physical presence test | 54 Points | 521, 523, 527, 530, 535, 551, 936 Political contributions | 529, 535 Pollution control facilities | 225, 535 Possessions, U.S., exclusion for citizens in | 570

Post differentials | 516 Power of attorney | 556, 947 Practice before the IRS | 947 Premature distributions: IRA | 554, 590 Qualified plan | 560 Pension plan | 575 Premium, bond amortization | 550 Prepaid Expenses | 225, 334, **535**, 538 Interest | 535, 936 Medical insurance | 502, 554 Present value, annuity | 721 Privacy act notice | 594, 594SP, Notice 609, Notice 609SP Privacy, Confidentiality | 1, 1SP Private foundations | 557, 990 Prizes and awards | 525 Professional expenses | 529 Prohibited transactions | 560, 590 Prompt assessment, request for | 559 Property: Abandoned | 523, 544, 946 Appreciation in value | 544 Assessments | 225, 535 Basis | 225, 551, 946 Business, sale of | 544 Business use, partial | 463, 587 Capital assets | **544**, 550 Casualty losses | 547 Change to business or rental use | 551, 946 Charitable contributions | 526, 561 Community | 551, 555 Condemned | 544 Depletion | 535 Depreciable | 225, 534, 946 Donated | 526, 561 Estate | 559, Form 706 instructions Exchanges | 225, 544, 550, 551 Gifts | (Forms 706 & 709 instructions) Inherited | 544, 551, 559 Installment sales | 537

Intangible | 225, 535, 544, 551, 946 Investment | 550 Involuntary conversion | 225, 544, 547, 551 Leased | 535, 946 Cars | 463 Like-kind | 225, 544, 550, 551 Received for services | 525 Recovery property, percentage tables 534, **946** Rental | 527 Repossessions | 523, 537, 544 Sales and exchanges | 225, 544, 550 Section 179 | 225, 946 Section 1231 gains and losses | 225, 544 Section 1244 stock | 550 Section 1245 | 225, 544 Section 1250 225, 544 Section 1256 contracts | 550 Settlements | 504 Taxes | 535 Theft losses | 547 Prosecution, crime | 529 Protective clothing | 529 Protest, written, after examination | 556 Public assistance payments | 525 Public safety officer's benefits | 525, 559 Puts and calls | 550

# Q

Qualified domestic relations order (QDRO) | 504, 590 Qualified joint interest | 551 Qualified plans | 535, **560** Qualified real property business debt | 334 Qualified tuition program | 970 Qualified zone academy bonds | 954

# R

Railroad retirement benefits | 525, 554, **575, 915** Real estate investment trust (REIT) | 550 Real estate mortgage investment conduit (REMIC) | **550**, **938** Real estate taxes | 334, 523, 530, 535 Real property: Basis | 527, 551, 559 Depreciable | 534, 544, 946 Foreign investment in U.S. | 515, 519 Installment sales | 537 Passive activity rules | 925 Rental | 527 Repossessions | 537 Sale | 544 Taxes | 551 Trade or business | 544 Valuation, estate | (Forms 706 & 709 instructions) Rebates | 525 Recapture of depreciation | 334, 544, 946 Records and recordkeeping requirements: Car expenses | 463 Charitable contributions | 526 Employee's business expenses | 463 Employment taxes | 926 Entertainment | 463 Excise taxes | 510 Farmers | 225 Gambling | 529 Gifts, business | 463, 911 Home ownership | 530 Individuals | 552 Listed property | 534, 946 Medical | 502 Small business | 583, 911 Tip income | 531 Travel | 463, 911 **Recoveries:** Bad debt | 535 Expenses | **525**, 535 Income | 525 Itemized deductions | 525 Losses | 547 Tax refunds | 525 Recovery property | 225, 534, 946

Disposition of | 544 Reforestation expenses | 225, 535 Refund feature, annuities | 939 Refunds: Claim for | 3, 17, **556** Decedents | 3, 559 Excise taxes | 225, 378 Net operating loss | 536, 542 State income tax | 525 **Reimbursements and allowances:** Accountable plan | 463, 535 Car expenses | 3, 463 Casualty or theft losses | 547 Employee's expenses | 3, 463 Involuntary conversions | 544 Medical expenses | 502 Moving expenses | 3, **521**, 535 Nonaccountable plan | 463, 535 Travel, transportation | 3, 463, 535, 911 Reinvested dividends | 550, 564 Related persons: Dependents | 501 Employer | 463 Gains and losses on transactions 544, 550, 564 Relatives, payments to | 503 Religious organizations, contributions to 526 Religious workers, social security for | 15-A, 517, 533 Relocation payments | 521 REMICs | 550, 938 Renewal communities | 954 Renewal community employment credit 954 Rent expenses | 535 Rental: Advance rent | 527 Allowance, clergy | 517 Cars | 463 Expenses | 334, 527 Home, use of | 527

Income | 527 Passive activity rules | 527, 925 Property | 527 Sale of property | 544 Temporary, sale of home | **523** Repairs and improvements (See Improvements and repairs) Repayment of items previously reported as income | 525 Replacement period: Home | 3 Involuntary conversions | 225, 544, 547 Reporting requirements: Additional taxes | 590 Cash payments, large | 1544, 1544SP Charitable contributions | 526, 561 Sale of main home | 523 Tip income | 531 Withholding taxes | 15 Repossessions | 537, 544 Representation 594. 594SP. 947 **Required distributions:** IRAs | 590 Retirement plans | 575 Research and experimentation expenses | 535 Residence (See Home) Residence test, bona fide | 54 Resident aliens | 519 Retained earnings | 542 Retirement: Bonds | 550, 590 Income | 554 IRAs | 554, 590 Self-employed individuals and employees, plans for | 535, 560 Returns: Child's | 929 Corporation | 542 Decedent | 559 Dependent's | 929 Donee information | 557 Due dates | 3, 509



Employment tax | 15 Estate | (Forms 706 & 709 instructions) Excise | 509, 510 Exempt organization business income tax | 598 Fiduciary | 559 Gift | (Forms 706 & 709 instructions) Highway-use tax | 510, 2290, 2290SP, 2290-FR Income | 559, (Form 1041 instructions) Individual, final | 559 Information | 334, 557 Nonresident alien | 519 Partnership | 541 Political activity | 557 S corporations | (Form 1120-S instructions) Steps to complete | 17 Rights as a taxpayer | 1, 1SP Rollover of gain from sale of securities | 550 Rollovers to an IRA | 571, 575, 590 Royalty income | 525

# S

S corporations | (Form 1120-S instructions) Sailing permit | 513, 519 Salaries | 334, **525, 535** Salary reduction arrangement | 560, 571, **575**, 590 Sales and exchanges: Basis | 550, **551** Farm property | 225 Inherited property | 559 Nontaxable exchanges | 551 Taxable exchanges | 551 Business property | 544 Depreciable property | 544 Foreign move | 54 Holding period | 225, 544, 550 Home | 523 How to report | 225, 544, 550

Installment | 537 Investment property | 550 Like kind | 225, 544, 550, 551 Mutual funds | 564 Nonresident aliens | 519 Nontaxable exchanges | 225, 544, 550 Partnership interests | 541 Passive activity interests | 925 Patents and copyrights | 544 Personal items | 525 Reporting | 225, 544, 550 Sales tax | 535 Salvage value | 534 Savings account interest | 550 Savings bonds, U.S. | **550**, 559, 970 Savings incentive match plans for employees (SIMPLE) plans: Treatment by employees | 590 Schedule D (capital gain) tax computation 550, 564 Scholars and scholarships | 7, 519, 520 Scrip dividends | 550 Section 179 expense deduction | 334, 225, 946 Cars | 463 Section 197 intangibles | 225, 535 Section 401(k) plans | 560, 575 Section 444 election | 538 Section 501(c)(3) organizations | 557, 571 Section 911 exclusion | 54 Section 1231 gains and losses | 225, 544 Section 1244 stock | 550 Section 1245 property | 225, 544, 946 Section 1250 real property | 225, 544 Section 1256 contracts | 550 Securities, worthless | 550 Seizure and sales | 594. 594SP Self-employed medical insurance | 502, 535 Self-employed, medical savings account 969 Self-employed individuals and employees. retirement plans for | 535, **560**, 590

Self-employment contribution act (SECA) Clergy and religious workers | 517 Self-employment income | 517 Clergy | 517 Self-employment tax | 225 Exemption from | 517 Selling expenses: Home, sale of | 523 Separated spouses | 504 Community property states | 504, 555 Separate maintenance decree | 504 Separation agreement, alimony | 504 Series E, EE, H, HH, and I bonds | 550 Settlement costs | 225, 530, 551 Severance damages | 544 Severance pay | 525 Sewer assessments (See Assessments for local improvements) | 530 Shareholder, corporation choosing not to be taxed | 550 Shareholder, mutual funds | 564 Ship passenger excise tax | 510 Short sale of stock | 550 Short tax year | 538 Depreciation | 534. 946 Short-term gains and losses | 225, 544, 550, 564 Sick pay (See also Disability): Reporting | 15-A Tax withholding on | 505 SIMPLE IRAs: Treatment by employee | 535, 590 Treatment by employer | 535 SIMPLE retirement plans | 535, 560 Simplified employee pension (SEP): Treatment by employee | 590 Treatment by employer | 535, 560 Simplified method, pensions | 554, 575, 721 Small business investment company stock | 550 Small business, recordkeeping for a | 583 Small business stock | 550

Social security and Medicare: Aliens | 519 Benefits | 525, 915 Christian Science tax professionals | 517 Church employees | 557 Clergy, religious workers | 517 Household workers | 926 Social security numbers for dependents | 501 Social security numbers for earned income tax credit | 501, 596, 596SP Taxable benefits | 525, 554, 915 Taxes | 15, 15-A, 225, 926 Withholding on benefits | 505 Withholding requirements | 15, 15-A Sole proprietorship, sale of | 544 Spanish language publications: Earned income tax credit | 596SP How to prepare the federal income tax return | 579SP Nonbusiness disaster, casualty, and theft loss workbook | 584SP The collection process | 594SP Your rights as a taxpaver | 1SP Special depreciation allowance | 225, 463, 527,946 Specialized small business investment company | 550 Sporting events, college | 526 Spouse: Alien | 3, 519 Business expenses for | 463 Child and dependent care credit | 503 Divorced | 504 Exemption for | **501**, 504 IRA for | 590 Medical expenses of | 502, 554 Surviving | 559 Standard deduction | 501, 554, 929 Standard meal allowance | 463 Standard mileage rate | 334, 463

Start-up costs, amortization | 225, 535, 542 Starting a business | 583 State or local bonds | 550 State income tax refunds | 525 State or local income taxes | 535 State or local transfer taxes | 550 Statute of limitations | 594, 594SP Stock: Basis | 550, 551 Charitable donation of | 526. 561 Compensation paid in | 525, 535 Distribution of | **542**, 550 Dividends | 542, 550 Employee options | 525 Exchange of (trades) | 544, 550 Identifying | 550 Investment income and expense | 550 Mutual funds | 564 Options | 550 Sale of | 550 Short sales | 550 Small business | 550 Splits | 550 Wash sales | 550, 564 Worthless | 550 Stockholders: Contribution by | 542 Distribution of property | 542 Investments | 550 Meetings | 529 S corporations | (Form 1120-S instructions) Transactions with corporations | 542 Stolen or embezzled property | 547 Storm damage | 547 Straddles | 550 Straight line depreciation | 225, 534, 946 Street assessment (See Assessments for local improvements) Strike and lockout benefits | 525 Students: Charitable contribution for expenses of | 526

Credits — Hope, lifetime learning | 970 Exemptions | 501 Expenses | 970 Foreign | 970 Interest paid on loans | 970 Scholarships | 970 Subchapter C corporations (See Corporations) Subchapter S corporations (See S corporations) Subdivisions of land | 551 Subscriptions, professional journals deductibility | 529, 535 Substantiation: Appraisals: Donated property | 526, 529, 561 Car expenses | 463, 911 Casualty or theft losses | 547 Entertainment expenses | 463 Gift expenses | 463 Itemized deductions | 552 Travel, transportation | 463 Supplemental unemployment benefits | 525 Supplies and materials | 535, 911 Support, decree of | 504 Support of dependents | 3, 501, 504 Survivor: Annuities | 559, 575, 721 Of federal employee | 721 Of federal retiree | 721 Survivors, general | 559 Т

Tangible property, depreciation of | 225, 946 Tax calendars for 2006 | 509 Tax changes, highlights of 2005 | 553 Tax computation (capital gain) | 550 Tax counsel fees | 504, **529** Tax court | 556 Tax credit (See Credits) Tax-exempt: Bond financing | 954



Interest | 550, 564 Mutual funds | 564 Organizations | 557 Scholarship | 970 Tax-free exchanges | 225, 544, 550, 551 Tax home | 463 Tax obligations, aliens | 519, 927 Taxpayer Advocate Service | 1, 1SP, 17, 225, 334, 535, 594, 594SP, 579SP Tax penalties, estimated tax | 225, 505 Tax preparation | 529 Tax-sheltered annuities | 571 Tax shelters | 550 Tax treaties: Canada | 597 Reduced tax rates | 519, 686, 901 U.S. citizens and residents overseas | 54 Withholding on nonresident aliens | 515, 519 Tax withholding (See Withholding) Tax vear | 334, 538 Taxable and nontaxable income | 3, 525 Taxable estate | (Forms 706 & 709 instructions) Taxable gift | (Forms 706 & 709 instructions) Taxable income defined | 525 Taxable income, estate | 559, (Form 1041 instructions) Taxes: Business | 535, 583 Deductibility | 17, 225, 334, 530, 535 Employment | 15, 15-A, 225, 334, 509, 926 Estate | (Form 706 instructions) Income | 559, (Form 1041 instructions) Estimated | 225, 505, 542 Excise | 225, 378, 510, 590 Foreign | 514 IRAs | 590 Real estate | 530 Refunds | 378, 525, 556 Self-employment | 225, 517

Unrelated business income | 598 Taxpayer Privacy Rights | 1, 1SP Telephone: Cellular | 529 Excise tax | 510 Residential | 529, 535 Temporary assignment | 463 \$10,000, cash payments over | 1544, 1544SP Ten-year averaging, lump-sum pensions 554. 575 Termination, estate | 559 Theft losses | 547 Threat of condemnation | 544 Timber, coal, and iron ore: Depletion | 225, 535 Sale of | 225, 544 Tips | 531, 1244, 1244-PR Report of, for employees | 531, 1244, 1244-PR Reporting rules for employers | 531 Tax withholding | 505 Tools | 529 Trademarks and trade names | 535, 544, 551 Trades, nontaxable | 550, 551 Transfer, moving expenses | 521 Transient | 463 Transportation and travel expenses: Business | 3, 334, 463, 535 Charitable | 526 Educational | 3, 970 Employee | 463 Investment-related | 529, 550 Medical | 502 Moving | 3, 521 Reimbursements | 463, 535 Rental | 527 Reservists | 463 Transportation of persons or property by air, excise tax | 510 Transportation of persons by ship | 510 Treasury bills, bonds, and notes | 550, 559 Treaties, tax | 54, 515, 519, 597, **901** Treaty countries, certification for reduced tax rates | 686 Trucks: Depreciation | 225, 946 Expenses | 334 Highway-use tax | 510 Retail excise tax | 510 Trust fund recovery penalty | **594, 594SP** Trusts (See Estates and trusts) Tuition and fees deduction | 970

# U

Unadjusted basis, depreciation | 225, 463, 527. **946** Underpayment penalty | 505 Undistributed capital gains | 564 Unemployment compensation | 525 Withholding on | 505 Unemployment tax (FUTA) | 15, 926 Uniform capitalization rules | 225, 551 Uniforms | 3, 526, 529 Union: Assessments | 529 Benefits | 525 Dues | 529 Unpaid expenses | 535 Unrealized receivables, partnership | 541 Unrelated business income, exempt organization | 598 Unstated interest | 537 U.S. court of federal claims | 556 U.S. court of appeals for the federal circuit 556 U.S. district court | 556 U.S. real property interest | 515, 519 U.S. tax court | 556 Useful life, depreciation | 534, 946 Usurious interest | 550 Utilities | 535

# V

Vacation homes | 527

Vacation pay, accrual | 535, 538 Valuation: Casualty or theft losses | 547 Charitable contributions | 526, 561 Condemnation | 544 Employer-provided car | 535 Estate | (Forms 706 & 709 instructions) Fringe benefits | 15-B Gifts | (Forms 706 & 709 instructions) Inventories | 538 Value, fair market, defined | 225, 537. 544, 551, 561, 564 Vandalism loss | 547 Vehicles, heavy: Highway-use tax | 510 Retail excise tax | 510 Veterans' benefits | 525 Educational | 970 **VISTA | 525** 

# W

Wage bracket method of withholding | 15-A Wagering, excise taxes on | 510 Wages | 525 Wash sales | 550 Welfare benefit funds | 535 Welfare-to-work credit | 334, 954 Withholding: Aliens | 515 Backup | 505, 550, 594, 594SP Correct | 919 Credit for | 505 Dispositions, U.S. real property interest | 515, 519 Employer information, reporting requirements | 15 Exemption from | 505, 929 Foreign corporations | 515 Foreign partnerships | 515 Forms W-2, W-2C, W-4, W-4 SP, or W-5, W-5 SP | 15, 505, 919 Forms W-4P, W-4S | 15-A, 505 Fringe benefits | 15-A, 15-B, 505 Gambling winnings | 505

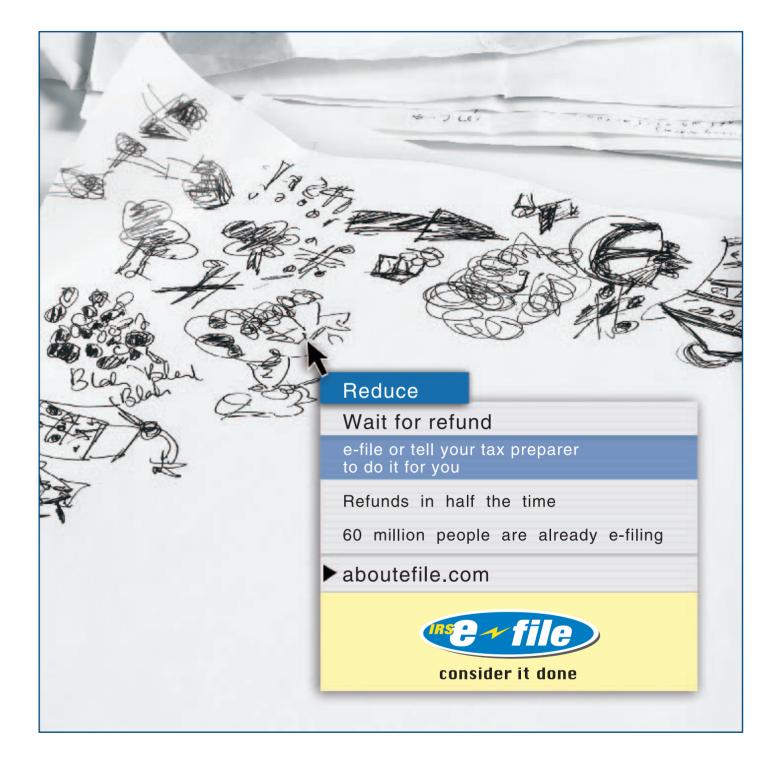
Household employees | 926 IRA distributions | 575, 590 Distributions, gualified plan | 560 Methods | 15, 15-A Nonresident aliens | 515, 519 Pensions and annuities | 15-A, 505, 575, 721 Salaries | 15, 505 Sick pay | 15-A, 505 Social security benefits | 505 Tips | **505**, 531 Unemployment compensation | 505 Wages | 15, **505**, 919 Work clothes | 529 Work opportunity credit | 334, 954 Workers' compensation insurance | 525 Worthless debts: Business | 535 Nonbusiness | 550

# Y

Year deductible | 538 Year taxable | 538 Your rights as a taxpayer | 1, 1SP, 334

# **Numbers**

179 expense deduction | **946** 403(b) plans | 571 401(k) plans | **560, 575** 444 election | 538 501(c)(3) organizations | 557, **571** 911 exclusion | 54 1231 gains and losses | 544 1244 stock | 550 1245 property | 544 1250 real property | 544 1256 contracts | 550 \$10,000, cash payments over | 1544, 1544SP





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