A Professional Corporation

1602 Heathrow Drive Cumming, GA 30041



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2013 INCOME TAX RETURN

INFORMATION PACKAGE

Please complete this "2013 Income Tax Return Information Package" which includes both the required basic tax return data and the supplemental data required to identify whether special tax treatment may be required. It also includes a "Financial Data" summary schedule to assist you in organizing your income and expenses. The information which you provide to me in this document will reduce the time required for the preparation of your 2013 tax return for both of us.

Although you may have submitted this same information in prior years, I review every line item on every page each year to identify any changes that have occurred during the current tax year and errors that may have occurred in prior tax years that may require the filing of an amended tax return.

Pages 15-18 of this document provide a brief summarization of all of the significant tax law changes for 2013. Please inform me if any of these changes will affect your 2013 return.

Your 2013 personal tax returns are required to be filed by April 15, 2014, unless you request a six month automatic extension of the time to file. However, this automatic extension of the time to file your tax return does not extend the April 15th deadline for the payment of your 2013 income taxes.

I will need to have the soft copy of all returns and reports which you have received which have been submitted by a third party (i.e. your investment firm) to the Internal Revenue Service. ALL of the data in your tax return has to agree with the data which the IRS already has. Additionally, the data in every block of a report is important and can not be ignored. For example, on a Form 1099, while an amount of \$100,000.00 in Block #1 (Gross Distribution) is important, a \$ 0.00 amount in Block 2a (Taxable Amount) is even more important to you!

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2013 Tax Return Questionnaire Data

Please answer the following questions. They are intended to provide information needed for your tax return preparation and to indicate where potentially more complicated reporting requirements may exist.

PERSONAL DATA:

1.	ease indicate how you would like to describe your occupation or profession for your tax return:							
	Yourself:							
	Your Husband/Wife:		<u>Ye</u>	<u>s</u>	<u>1</u>	<u>No</u>		
2.	Do you and your husband or wife want to contribute \$3.00 of your tax liability to the presidential election campaign fund?		()	()		
3.	Names, ages, and social security number(s) o	of anyone whom you are claimi	ng as a	depen	dent:			
	NAME <u>AGE</u>			C. SEC	EC.#			
	Did all the above dependents reside with	n you for the entire year?)				
	Are all the above dependents unmarried?		()	()		
	Are any of the above dependents filing their	ir own tax return?	()	()		
	Can any of the above dependents be claimed	ed by any other taxpayer (s)?	()	()		
4.	Your Date of Birth	Spouse Date of Birth						
5.	Your Social Security #	Spouse Social Security #						
6.	Your e-mail address	Spouse e-mail address						
7.	Your Work Phone #	Spouse Work Phone #						
8.	Your Cell Phone #	Spouse Cell Phone #						
9	FAX Number	Phone # to print on Form 10)40					

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PEI	RSONAL DATA (Cont'd)					
10.	Mailing Address:					
11.	Electronic Filing Yes/No Direct Deposi answered "Yes"to this question, I will ne				lo If	you
	Five-Digit PIN for Yourself	Five-Digit PIN for your Wife				
Nan	ne of Financial Institution	Checking/Savings Bank Rout	ing#			
You	r Bank Account # for Direct Deposit	Date for Withdra				
12.	Did you support anyone else (other than your that you can claim as a dependent?	, , , , , , , , , , , , , , , , , , ,	eve	<u>s</u>)		<u>No</u>)
13.	If divorced or separated, are you claiming a c you did not have custody of for the entire y		()	()
	Did you pay or receive any alimony?		()	()
	If so, what was the total amount for 2013 \$_					
14.	Were you or your spouse age 65 or older as of 12.	/31/13?				
	You?		()	()
	Your Spouse ?		()	()
Inc	ome:					
15.	Did you or your spouse have any income from a rental property) in addition to your normal		cludi (ng)	()
16.	Did you or your spouse receive any distributions sharing, or other retirement plan during the y		()	()
17.	Did you receive any installment sale payments i that was completed in a prior year?	n 2013 that were from a sale	()	()
18.	Did either you or your spouse receive any disab compensation during the year?		()	()
	Total amount received in 2013: \$	Received from State of				

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		Ye	<u>s</u>	<u>1</u>	<u>No</u>
19.	Did you or your spouse or dependents receive any social security benefits?	()	()
20.	Did you receive any interest income from a mortgage or note you originated?	()	()
21.	Did you or your spouse receive any capital gains distributions from any investor insurance plans?	ment (ts)	()
Fina	ancial Transactions:				
22.	Did you purchase, sell, or exchange your primary residence during the previous two years?	()	()
23.	Did you purchase or sell any other real estate during the year? .	()	()
24.	Did you sell any stocks, bonds, or other securities during the year?	()	()
	f "Yes" please attach all of the Schedule D and 1099-B reports from your investigation in 2005 the IRS requires all of the details for each individual transact. Were you a member of any partnership or, joint venture during the year?				
		()	()
26.	Did you make any non-cash charitable contributions such as clothing, furniture, or other property?	()	()
27.	Did you incur any moving or relocation expenses during the year?	()	()
28.	Did you incur an early withdrawal penalty in any savings accounts?	()	()
29.	Did you pay mortgage interest to an INDIVIDUAL (not a bank or financial institution)?	()	()
	If "Yes", please provide their name, address, and social security #:				
30.	Did you contribute more than \$250.00 to any single charitable or religious organization?	()		-

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		<u>Y</u> 6	<u>es</u>	<u>N</u>	<u>lo</u>
31.	Did you incur any child/dependent care expenses?	()	()
	Amount \$ Provider Name:				
	# of Children Provider SSAN/T	Гах ID #			
32.	Does anyone owe you money from a loan for which you have no able to collect?	ot been)	()
33.	Please indicate the amount of any IRA contribution that either you made in 2013 that was not deducted on your 2012 tax returns		e		
	Self: \$	-			
	Spouse: \$				
	Were any IRA contributions made in 2013 and prior to 4/15/13 which were not deducted on your 2012 tax return?	()	()
Mis	scellaneous:				
34.	Have you been audited by either the IRS or a state tax agency dur past two years?	ring the)	()
35.	Did you make estimated tax payments (via Form 1040-ES and n W-2) for tax year 2013?	ot Form)	()
	If "Yes", what were the actual deposit dates and the amounts for each	ch payment?			
36.	Did you incur theft or casualty losses not covered by insurance vexceeded 10% of your total income?)	()
37.	IMPORTANT Please indicate the amount of the tax refund fr state income tax return \$ [1099-G] State	•			
38.	2013 Education Expenses (tuition, fees etc) [1098-T) \$ Loan Interest [1098-E] \$			_ & Stı	ıdent

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FINANCIAL DATA

The following schedules are intended to identify the specific financial data necessary for the preparation of your income tax return.

INCOME:

W-2 Salary/ Wages:	Yourself:	\$
	Husband/Wife:	\$
Interest:		
Received From:		<u> </u>
Received From:		
Dividends:		
Received From:		<u> </u>
Received From:		
Received From:		<u> </u>
Received From:		
Received From:		<u> </u>
State Income Tax Refund:	State	<u> </u>
Unemployment Compensatio	n: State	
Taxable Retirement Income:	Source	\$

*** Please provide me with copies of your W-2s, 1099s and the 12/31/13 statements from each of the financial institutions that reported the above income to the Internal Revenue Service ***

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Taxable Retirement Income (Cont'd):	
Pension Income:	\$
IRA Distributions:	\$
Alimony Received:	\$
Other (Describe)	\$
Other (Describe)	\$
Adjustments to Gross Income:	
Educator Expenses	\$
Business Expenses for Armed Forces Reservists, performing artists	
or fee-basis state or local government officials	\$
Alimony Payments	\$
Health Savings Account (HSA) deductions	\$
Self Employment Taxes	\$
IRA or Keogh Plan Contributions	\$
Student Loan Interest	\$
Tuition & Fees Deductions	\$
Moving Expenses	\$
Self Employment Health Insurance Premiums	\$
Self Employed SEP, SIMPLE & Qualified Plans	\$
Penalty for Early Withdrawal of Savings	\$
Domestic Production Activities	\$
Archer MSA Deduction	\$
Deduction for clean-fuel vehicles	\$
Jury Duty nay relinquished to employer	\$

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Member: American Institute of Certified Public Accountants **Itemized Deductions**: Medical: Doctors, Dentists, hospitals and nursing care (net of any insurance proceeds): \$ Medicines, drugs and fees paid: Eyeglasses and hearing aids: \$____ Total automobile mileage To & From medical facilities for medical care and treatments: Health insurance premiums paid (excluding disability or life insurance) including Long Term Care Insurance: NOTE: Medical expenses increase your itemized deductions if they exceed 10% of your Adjusted Gross Income (AGI). The threshold is 7.5% if either you or your spouse is 65 or older. The 2013 medical mileage rate is \$.24/mile. Please provide me with your mileage data. General State Sales Taxes Deduction (Personal Use only – Not for your trade or business) If you itemize your deductions and live in a state that has a state income tax, you may elect to deduct either the state income tax or the applicable states sales taxes that were paid. Deduct State Income Taxes Deduct State Sales Taxes If you itemize your deductions and live in a state that does not have a state income tax you may deduct the applicable general sales taxes that you paid during the year. Enter Your local sales tax rate % You have the option of deducting either 1) the actual sales tax amount from your receipts or 2) the amount from the IRS tables: Actual Receipts Amount \$ Use IRS Tables If you selected "Use IRS Tables" above then you can also deduct an additional amount for the sales taxes that were paid for separate large purchases. Please enter those amounts below: \$_____ Motor Vehicles (cars, SUVs, trucks, vans, leased vehicles) \$_____ Boats, motorcycles, motor homes, RVs, off-road vehicles \$ _____ Airplanes

Personal Residence Home Building Materials (New Homes) \$

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Taxes:	
Real Estate (Describe Properties):	\$
Real Estate (Describe Properties):	\$
State Income (State):	\$
State Income (State):	\$
State Disability Insurance (State):	\$
Vehicle Ad Valorem (Non-Texas) (State):	\$
Vehicle Ad Valorem (Non-Texas) (State):	\$
Other Taxes (Please describe):	\$
Interest Expense:	
NOTE: The interest expense for personal loans, automobile, boline of credit loans can not be deducted on Schedule A	*
Student Loan Interest (Please indicate Recipient)	
Loan Company:	\$
Home Mortgage Interest (Please indicate Recipient)	
Mortgage Company:	\$
Mortgage Company:	\$
Mortgage Company:	\$
Broker/Margin Interest Paid (Please indicate Recipient)	
Investment Company:	\$
Investment Company:	\$
Investment Company:	\$

*** Some borrowers may be able to deduct Mortgage Insurance Premiums paid on mortgages taken out or refinanced after 2006. A borrower who prepays premiums for later years may deduct only the premiums that relate to 2013, except for prepayments for guarantees made by the Department of Veterans Affairs or the Rural Housing Service. Only mortgage insurance contracts issued during 2007, 2008, 2009 or 2010 qualify for this new itemized deduction. ***

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Contributions (Cash):		
Religious:		\$
Charitable (i.e. etc:	United Way, March of Dimes, American Red Cross, American	Heart Association,
Charitable (i.e. etc:	United Way, March of Dimes, American Red Cross, American	Heart Association, \$
Charitable (i.e. etc:	United Way, March of Dimes, American Red Cross, American	Heart Association, \$
	United Way, March of Dimes, American Red Cross, American	Heart Association, \$
Contributions (i.e. Go	(Non Cash): odwill Industries, Capital Area Food Bank, Salvation Army, etc.	e)
Organization:		\$
Organization:		\$
Organization:		\$
Volunteer Wo	rk: (Describe organization, mileage and expenses involved	
Organization:		
Organization:		
Organization:		

Special new rules apply for documenting charitable donations made in taxable years beginning after August 17, 2006. For most taxpayers the requirement began in 2007. The charitable organization mileage rate for 2013 is \$.14/mile.

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Miscellaneous Deductions:		
Professional or Union Dues		\$
Professional Publications & Job Supplie	es	\$
Unreimbursed Business Travel		\$
Unreimbursed Meals & Entertainment		\$
Employment Related Education		\$
Job hunting costs		\$
Safety Deposit Box		\$
2012 Tax Return Preparation		\$
Educator Expenses		\$
		\$
Business Use of Your Home	\$	
IRA Custodial Fees Gambling losses		\$
		\$
Other (Please Describe)		\$
Other (Please Describe)		\$
Moving Expenses:		
Distance From Former Home to New P Distance from Former Home to Old Pla		_
Transportation of Household Hoods:		\$
Storage Costs (new area) First 30 days of	only	\$
Travel Expenses for Taxpayers to New	Location	\$
Lodging Expenses Enroute to New Loc	ation	\$
Unallowable Moving Expenses		\$
Total Moving Expenses \$	Employer Reimbursements	\$
Total Driving Distance	# of Cars Driven	Note: The

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Moving Expenses (Cont'd):

Do Not Include the Costs for any of the following expenses:

- Any part of the purchase price of your new home.
- Car tags.
- Driver's license.
- Expenses of buying or selling a home (including closing costs, mortgage fees, and points).
- Expenses of entering into or breaking a lease.
- Home improvements to help sell your home.
- Loss on the sale of your home.
- Losses from disposing of memberships in clubs.
- Mortgage penalties.

Education Credit

- Pre-move house hunting expenses.
- Real estate taxes.

Other Taxes:

- Refitting of carpet and draperies.
- Return trips to your former residence.
- Security deposits (including any given up due to the move).
- Storage charges except those incurred in transit and for foreign moves.

First Time Home Buyer Credit Repayment (1/15 of 2008 credit amount) Tax Credits: Residential Energy Expenses \$ Non Business Energy Property Expenses \$ First Time Home Buyer Credit \$ Adoption Expenses \$ Child & Dependent Care Credit \$ Child Tax Credit \$ Foreign Taxes Paid Credit \$

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RENTAL PROPERTY OWNERS

Rental Income	\$
Rental Expenses:	
Mortgage interest	\$
Real estate taxes	\$
Property / Mortgage insurance	\$
Repairs	\$
Management fees	\$
Maintenance and repairs	\$
Utilities	\$
Depreciation (I will calculate)	\$XXXXXX
Other (specify)	\$
	\$
	\$

The standard business mileage rate for 2013 is \$.565/mile. Please provide me with your 2013 mileage data.

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BUSINESS / PROFESSIONAL INCOME

Gross Business Income	•••••	•••••	•••••	\$		
Reported on a Form 1099 \$	Reported on a Form 1099 \$			on a Form 10	99	
Business expenses:						
Advertising				\$		
Bank service charges				\$		
Car or truck expense				\$		
Depreciation (I will calc	culate)			\$	XXXX.XX	
Dues, publications, book	s, etc			\$		
Insurance				\$		
Interest				\$		
Legal and other professional expense		e		\$		
Office supplies and expe	Office supplies and expenses			\$		
Travel and entertainment	t			\$		
Other (describe)				\$		
				\$		
	•••••			\$		
				\$		
Name of Business:		Date First	t Commenced	Business		
Federal Tax Identification Numb	oer	State Tax	Identification	Number		
State Charter Incorporation #		Date of In	corporation _		Business Form	
Business Vehicle Information :						
Vehicle Make:	_Model	Y	ear	_ Date in Se	ervice	
1/1/2013 Mileage	12/31/13 N	Mileage		_2013 Busir	ness Miles	

The standard business mileage rate for 2013 is \$.565/mile. Please provide me with your 2013 mileage data.

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Many of the tax law provisions that were due to expire on 12/31/12 have been extended. Please advise me if any of these changes may be applicable to you by placing a check mark next to the topic below if any of these changes could affect your 2013 Federal Tax return:

□ Ordinary Marginal Tax Bracket Rates

All of the marginal tax bracket rates—10%, 15%, 25%, 28%, 33%, and 35%—are now permanent. This means that the 10% bracket, which was scheduled to expire on 12/31/12, remains in effect. However, beginning in 2013, the top tax bracket rate for high-income taxpayers will no longer be capped at 35%. In 2013 the maximum tax bracket rate for high-income taxpayers was reinstated at 39.6%. The "marriage penalty relief" which was provided in the 10% and 15% brackets remains in effect.

If you are a high-income household making more than \$400,000 (single) or \$450,000 (married filing jointly), your tax bracket has been increased to 39.6% from 35%. Those taxpayers who are in the new high income tax bracket are subject to a higher capital gains rate of 20% - this has been increased from 15%. A 3.8% tax surcharge has been added from the Affordable Health Care Act. (See the **Net Investment Income Tax** below)

<u>Additional Medicare Tax.</u> Beginning in 2013, a 0.9% Additional Medicare Tax applies to Medicare wages, railroad retirement (RRTA) compensation, and self-employment income that are more than:

\$125,000 if married filing separately, \$250,000 if married filing jointly, or \$200,000 for any other filing status. See Form 8959 and its instructions.

Net Investment Income Tax. Beginning in 2013, you may be subject to Net Investment Income Tax (NIIT). The NIIT is 3.8% of the smaller of (a) your net investment income or (b) the excess of your modified adjusted gross income over:

\$125,000 if married filing separately, \$250,000 if married filing jointly or qualifying widow(er), or \$200,000 if any other filing status.

The below categories of tax rates are related and are also applicable:

- Social Security Tax on earned Income (Salaries & Wages) 6.2% (formerly 4.2%)
- Backup withholding for dividends and interest 28%
- Voluntary withholding on Social Security benefits, and Railroad Retirement (Tier 1) benefits 7%, 10%, 15%, or 25% (at the taxpayer's choice). No other percentages or amounts are allowed.
- Voluntary withholding on unemployment benefits 10% No other percentages or amounts are allowed.
- Withholding rate for regular gambling winnings (such as lotteries and sweepstakes) 25%.

The Accumulated Earnings tax and the Personal Holding Company penalty tax increased from 15% to 20% in 2013 (This is also the top capital gains rate for high-income taxpayers).

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Capital Gains Tax Rates for the Sales of Investments

The capital gains tax rates did not change in 2013 and for the future. Therefore, the capital gains tax rates associated with long-term capital gains (investments which were owned more than one year) will are taxed at a maximum rate of 15% UNLESS you are a "high-income taxpayer".

In 2013, the capital gains tax rate increased to 20% for "high-income taxpayers". The same taxable income levels which are related to ordinary income will now determine which taxpayers are subject to the higher 20% capital gains rate. "High-income taxpayers" are defined as those taxpayers with a total income over \$400,000 for singles, \$425,000 for heads of households, \$450,000 for joint filers, and \$225,000 for married persons filing separately.

The other capital gains rates will continue to be in effect::

- 25% rate on unrecaptured depreciation
- 28% rate on collectibles gains and Code Sec. 1202 gains

Taxpayers in the 10% and 15% tax brackets pay zero tax on long-term capital gains.

□ Expiring Tax Deductions Which Were Extended

Several important tax breaks that were scheduled to expire on 12/31/12 have been extended. As a result, eligible taxpayers can claim:

- State income taxes or local sales taxes can still be deducted (expires 12/31/13)
- The educator expense deduction (expires 12/31/13)
- Mortgage Insurance Premiums are deductibe as mortgage interest (expires 12/31/13)
- Rollovers of up to \$10,000/year from an IRA to a qualified charity. The amount is not included in gross income, and can also include the annual Rquired Minimum Distribution (RMD)
- Exclusion of employer provided transportation cost benefits. The 2013 amount for transportation fringe benefits is \$245 per month.
- Tuition and fees can be deducted as an adjustment to total income. (See the details in the section below)
- Cancellation of Debt on your primary residence by your mortgage company. The limit of \$2.0 million has been extended for one year. Taxpayers who are in a foreclosure or short sale situation and who may have had loan forgiveness should investigate this provision to determine if they are eligible to exclude most, if not all, of the forgiven-amount from their taxable income
- The \$1,000 Child Tax Credit, the enhanced Earned Income Tax Credit, and the enhanced American Opportunity Tax Credit were extended through 2017.

<u>Health flexible spending arrangements (FSAs).</u> You cannot have more than \$2,500 in salary reduction contributions made to a health FSA for plan years beginning in 2013.

<u>Home office deduction simplified method.</u> If you can take a home office deduction, you may be able to use a simplified method to figure it.

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☐ Tax Deduction Rules Which Are New for 2013

<u>Medical and dental expenses.</u> You can deduct only the part of your medical and dental expenses that are more than 10% of your adjusted gross income (7.5% if either you or your spouse is age 65 or older).

The <u>Pease itemized deduction phase-out limitation has been reinstated</u> and the personal exemption phase-out has also been reinstated. The thresholds are \$300,000 for married filing joint, \$275,000 for head of household, and \$250,000 for single. This means that if you received total income from all sources at or above this level, you will not be allowed to receive a credit for all of your itemized deductions. Your personal exemptions – another subtraction from your income before taxes are calculated – will be also be reduced. (See the details below)

<u>Limit on itemized deductions.</u> You may not be able to deduct all of your itemized deductions if your adjusted gross income is more than:

\$150,000 if married filing separately, \$250,000 if single, \$275,000 if head of household, or

\$300,000 if any other filing status.

<u>Personal exemption amount increased for certain taxpayers.</u> Your personal exemption is increased to \$3,900. But the amount is reduced if your adjusted gross income is more than:

\$150,000 if married filing separately, \$250,000 if single, \$275,000 if head of house-hold, or \$300,000 if any other filing status.

□ Tax Credits Which Were Extended

- The <u>Earned Income Tax Credit</u> for low-income taxpayers Amount based on earned income and number of qualifying children. REFUNDABLE
- The <u>Child Tax Credit</u> for children who are under age 17. Maximum rate of \$ 1,000 per qualifying child is now permant. PARTIALLY REFUNDABLE
- <u>Dependent Care Credit</u> for working parents to offset the high costs of child care. Amount based upon Adjusted Gross Income, number of children, and actual child care expenses NOT REFUNDABLE
- Adoption Credit or exclusion from income if employer provided. Maximum annual amount for 2013 \$12,650, adjusted annually for inflation. Perm, anet credit. NOT REFUNDABLE

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- Non-Business Energy Credit
 Amount is 10% of the amount paid or incurred for qualified energy efficiency improvements (building envelope components) installed during the tax year. The credit applies only to qualified improvements made to a principal residence. Maximum lifetime credit is \$500. Must be reduced by the total credit amounts previously claimed after 2005. Extended until 12/31/13
- □ Standard Mileage rates The 2013 standard mileage rates (in lieu of actual expenses incurred) are as follows:
 - 1. Business Use January 1 December 31 = \$.565/mile
 - 2. Medical Care January 1 December 31 = \$.24/mile
 - 3. Moving January 1 December 31 = \$.24/mile
 - 4. Charitable donations & Activities January 1 December 31 = \$.14/mile

<u>Same-sex marriages.</u> If you have a same-sex spouse whom you legally married in a state (or foreign country) that recognizes same-sex marriage, you and your spouse generally must use the married filing jointly or married filing separately filing status on your 2013 re-turn, even if you and your spouse now live in a state (or foreign country) that does not recognize same-sex marriage.

If you meet certain requirements, you may be able to file amended returns to change your filing status for some earlier years.