

## WHAT TO SEND - CHECKLIST:

IRS / State Returns - Last year's copies

Phone & Email – Must provide both

Mailing Address – If different than W2

DOB / SSN – You, spouse, dependents

Voided Check – Direct deposit of refund

Drivers License - Copy of yours & spouse

Last Paycheck - December 14th

Official Forms - W2, 1099 K, NEC, MISC

Unemployment – Form 1099 G

State Refund - Received - Form 1099 G

Interest - Earned in banks - 1099 INT

Dividends - Stocks you own - 1099 DIV

Pensions - 401k withdrawals - 1099 R

Stock Sales - Brokerage account - 1099 B

Social Security - Benefits - SSA-1099

Education - Tuition paid - 1099 T

Student Loans - Interest paid - 1098 E

Day Care - Qualified EIN letter or SSN

NJ Residents - Use medical link - website

Rent Paid? - CA, IN, MA, MI, MN, NJ, WI

### Possible Itemized Deductions

Homeowners - Form 1098 - taxes paid

Charity By Checks - Or payroll deducts

Charity By Goods - + \$500 send receipt

Tax Prep Fee - Paid to do them last year

Car Registration Fee - Certain states only

High Medical - See Medical link - website

[www.taxattendant.com](http://www.taxattendant.com)

## HOW TO SEND YOUR INFO:

### NEW OFFICE ADDRESS

#### MAIL

Tax Attendant, LLC  
222 Woodland Ave  
Avon by the Sea, NJ 07717

#### EMAIL

[Taxattendant@me.com](mailto:Taxattendant@me.com)

#### PHONE / TEXT

908-500-0105

#### WEBSITE

[www.taxattendant.com](http://www.taxattendant.com)

#### HOURS

10 am - 6 pm

10 pm - 12 pm

Mon - Sat

East Coast Time

### After Your Taxes Are Completed

- \* Returns sent by Priority Mail w/tracking.
- \* Review them for accuracy & omissions.
- \* Sign enclosed E-file permission slip.
- \* Return signed forms w/your payment.
- \* Use self addressed stamped envelope.
- \* Upon receipt, I will e-file your returns.
- \* Direct deposit of refund is 14-21 days.

### Payment Options Available

- \* Check payable to "Tax Attendant"
- \* Cash App. – Venmo – Zelle
- \* Cover letter will list all these options
- \* Only sign/pay when taxes are done
- \* IRS requires completed taxes in hand

**908-500-0105**

## TAX ATTENDANT, LLC

### FLIGHT ATTENDANTS' TAXMAN

A Flight Attendant since 1992  
Who knows our industry

### IRS & STATE LICENSED - E-FILE

Send your information by  
Mail - Email - Text

### FAST - PRIORITY MAIL SERVICE

Your taxes done in 1 - 3 days  
Direct Deposit in 14 – 21 days

### \$\$\$ DISCOUNTS \$\$\$

New Hires - Free Sch C - Save \$40  
Military/First Responders - Save \$25  
Each Referral Earns \$20

### PER DIEM & FA EXPENSES

States still allow deductions  
AL AR CA HI MN NY PA

### AFFORDABLE INDUSTRY RATES

IRS Only \$135 IRS & State \$150  
Itemized \$25 P/D Expense \$25

### JAY KLEIN - EWRSW

Licensed IRS EFIN  
Licensed IRS PTIN  
Licensed Federal FEIN  
Licensed State of NJ CORP



Helping Others Since 1993

**Residents of these States only - AL - AR - CA - HI - MN - NY - PA**

**Fill this Page out to Itemize Your State Return**

**AFA LOCAL**

**UNION** Dues \_\_\_\_\_ On Leave Dues \_\_\_\_\_ Initiation Fee \_\_\_\_\_ Event / Mtg Miles \_\_\_\_\_ Volunteer Miles \_\_\_\_\_ Cell \_\_\_\_\_

**DOCUMENTS & TRAINING**

**DOCUMENTS** Passport \_\_\_\_\_ Visa \_\_\_\_\_ Photo \_\_\_\_\_ Miles \_\_\_\_\_ Prkg \_\_\_\_\_ Tolls \_\_\_\_\_ Lost ID \_\_\_\_\_ Global Entry \_\_\_\_\_

**TRAINING** R/T Drive To Airport Miles \_\_\_\_\_ # Of Days \_\_\_\_\_ Tolls/Prkg \_\_\_\_\_ Hotel \_\_\_\_\_ Dry Clean \_\_\_\_\_ Lost Manual \_\_\_\_\_

**LANGUAGE** Computer Software \_\_\_\_\_ Text Books \_\_\_\_\_ Reading Books \_\_\_\_\_ CD DVD Tapes \_\_\_\_\_ Classroom Fees \_\_\_\_\_

**UNIFORM & MAINTENANCE**

**UNIFORM** Purchase \_\_\_\_\_ Dry Clean \_\_\_\_\_ Home Laundry \_\_\_\_\_ Coin Laundry \_\_\_\_\_ Alterations \_\_\_\_\_ Wings \_\_\_\_\_

**SHOES** Uniform Store Purchase \_\_\_\_\_ Shoe Shines \_\_\_\_\_ Repairs \_\_\_\_\_ Taps \_\_\_\_\_ Inserts \_\_\_\_\_ Orthopedics \_\_\_\_\_

**LUGGAGE** Roller board \_\_\_\_\_ Tote \_\_\_\_\_ Lunch Bag \_\_\_\_\_ Shoe Bag \_\_\_\_\_ Repairs \_\_\_\_\_ Wheels \_\_\_\_\_ Tags \_\_\_\_\_

**COMPANY COMMUNICATIONS**

**CELL PHONE** Monthly Bill \_\_\_\_\_ Reserve? \_\_\_\_\_ Line Holder? \_\_\_\_\_ A/B? \_\_\_\_\_ Calling Cards \_\_\_\_\_ Phone App. \_\_\_\_\_

**COMPUTER** Home Access \_\_\_\_\_ Layover Access \_\_\_\_\_ Paper/Ink \_\_\_\_\_ Bid Plus \_\_\_\_\_ Bid Service \_\_\_\_\_ Skype \_\_\_\_\_

**SMALL TOOLS & SUPPLIES**

**SMALL TOOLS** Log Book \_\_\_\_\_ Flashlight \_\_\_\_\_ Galley Gloves \_\_\_\_\_ Dual Zone Watch \_\_\_\_\_ Repairs \_\_\_\_\_ Charger \_\_\_\_\_

**SUPPLIES** Hair Accessories \_\_\_\_\_ Batteries \_\_\_\_\_ Postage \_\_\_\_\_ Copy \_\_\_\_\_ Fax \_\_\_\_\_ Business Cards \_\_\_\_\_ Link \_\_\_\_\_

**PORTABLES** Alarm \_\_\_\_\_ Converter \_\_\_\_\_ Curler \_\_\_\_\_ Dryer \_\_\_\_\_ Flat Iron \_\_\_\_\_ Shaver \_\_\_\_\_ Electric Toothbrush \_\_\_\_\_

**TRAVEL & BANK FEES**

**TRAVEL** Van Tips \_\_\_\_\_ Short Call Cabs \_\_\_\_\_ Airport Parking \_\_\_\_\_ Lost Parking Pass \_\_\_\_\_ Co. Meeting Miles \_\_\_\_\_

**BANK FEES** Layover ATM Withdraw \_\_\_\_\_ Check Cash \_\_\_\_\_ International Bank Charges \_\_\_\_\_ Currency Exchange \_\_\_\_\_

**CO-TERMINAL** Home Base \_\_\_\_\_ Co-Base \_\_\_\_\_ # Of Miles - From Home Base To Co-Base \_\_\_\_\_ # Of Trips \_\_\_\_\_ Tolls \_\_\_\_\_

**PER DIEM**

**SUB UA & CO** Provide "Per Diem Report" - Found Online Only - Flying Together - My Info - Per Diem Letter - Print & Send

**AFFORDABLE INDUSTRY RATES**

**Paid Only When Takes Are Done**

**Priority Mail w/Tracking**

**IRS With State \$150**

**IRS No State \$135**

**Married Joint \$15**

**Itemized Deductions**

**IRS Schedule A \$25**

**State Per Diem FA Expenses \$25**

**Second State Return \$40**

**Complete List of Rates**

**See My Website**

**[www.taxattendant.com](http://www.taxattendant.com)**

**New Hire Discount**

**Free Schedule C - Save \$40**

**Write Off Training / Meal Expenses**

**Can Increase Your Refund Too**

**Referral Program**

**Each Referral Earns \$20**

**Hundreds Paid Out Last Year!**

**Thank You For Your Trust**

**File Early**

**After March 31 All Returns Add \$25**