Stanek Tax Services

"Don't Panic, Call Stanek!"

Flight Crew Tax Organizer

This tax organizer has been developed specifically for flight crews. We have included the most common expenses for flight crews to simplify the process for you.
Your suggestions for changes and additions are important to us. Please Email any comments or suggestions you have to info@stanektax.com.

It is our goal to complete your return in five business days and either mail, email or fax it to you for signature. Your return will be electronically filed unless otherwise requested. If you choose to mail your return, your complete return will have mailing instructions, mailing envelopes and a copy for your file. If you send us any original documents, we will return them to you.

Personal Information	**Flight Crew**
Name:	SPOUSE'S NAME:
SOCIAL SECURITY NUMBER:	SPOUSE'S SOCIAL SECURITY NUMBER:
DATE OF BIRTH:	SPOUSE'S DATE OF BIRTH:
ADDRESS:	PHONE:
EMAIL:	
FAX:	

DEPENDENTS	DATE OF BIRTH	SOCIAL SECURITY #	RELATIONSHIP	MONTHS @

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FILING STATUS

SINGLE
MARRIED FILING JOINTLY
MARRIED FILING SEPARATELY
HEAD OF HOUSEHOLD
QUALIFYING WIDOW(ER) WITH DEFENDANT CHILD

REIMBURSED TRAVEL EXPENSES (The costs listed below are travel costs that are reimbursed by the employer on a per diem basis)	**TRAVEL EXPENSES** (Transportation costs away from Base)	**MEALS** (Cost of food while away from base)
TOTAL DAYS AWAY	TIPS TO DRIVERS	DOMESTIC
LESS TURN AROUND TRIPS	TELEPHONE CALLS	
NUMBER OF DAYS OVERNIGHT	OTHER	
NUMBER OF DAYS TRAVELED DOMESTIC / USA		INTERNATIONAL
NUMBER OF DAYS TRAVELED INTERNATIONAL		

EXPENSES LISTED BELOW ARE SUBJECT TO THE 2% AGI LIMITATIONS.

THESE ITEMS ARE ORDINARY AND NECESSARY
It is the Taxpayer's responsibility to be able to support the amounts listed on this schedule.
Support consists of but not limited to Flight Schedules, Log Books, Receipts and Canceled Checks.

UNIFORM ADDITIONS . . . . . .

Belts Pants Skirts Boots

Stockings Ear muff Safety glasses Support hose

Ear protector Safety shoes Sweaters Emblems

Scarves Ties Hats / helmets Shoes

Gloves Shoe polish Jackets Shirts

Rain Gear Other

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UNIFORM MAINTENANCE .....

Alternations	Laundry supplies
Cleaning	Repairs
Laundry	Other

LUGGAGE / TRAVEL CASE .....

ID case	Suitcases	Repairs
Map case	Travel bags	Passport Cash
Maps	Travel case	Travel Cart

ASSOCIATION AND UNION DUES .....

Union	Union meetings
Professional subscriptions	Other

COMMUNICATION AND BID SERVICE .....

Answering machine	FAX	Pager
Answering service	Line charges	Repairs
Toll calls at home	On line charge	Pay Phones
Toll calls away	Bid fees	Cell Phone

TOOLS & EQUIPMENT .....

Batteries	Ear protectors	Subscriptions	Camera
Binoculars	Hand tools	Tape recorder	Clipboard
Briefcase	Computer	Tools	Safety Equipment
Business cards	Notebooks	Travel books	Software
Calculator	Printer	Stationary	Misc

PASSPORT & PASSPORT PHOTOS .....

Immigration fees	Visa fees	Photos

TRAINING AND EDUCATION .....

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Books	Course fees	Language tapes/ cd's
Registration	Tuition fees	Language classes
Seminars	First aid	Meetings
Supplies	Safety classes	Flight Training
Trade publications	Language translations	Language dictionary

LIQUOR SHORTAGES .....

TAX PREPA R AT I O N .....

OTHER EXPENSES .....

Liability insurance	Medical exam license	Misc. Repairs
Resumes	Licenses	Other

AUTO TRAVEL Note: Trips between your home and primary work location are not deductible

PURPOSE	**TOTAL MILES**	**PARKING $**
Away from home business (overnight)		
Between first and second job		
Classes		
Equipment maintenance		
Meetings		
Purchasing Equipment and Supplies		
Purchasing Uniforms		
Repairs		
Seminars		
Uniform Maintenance		
Other		

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TRAVEL AWAY FROM HOME OVERNIGHT

TRANSPORTATION

Airfare	Car Rental
Parking	Taxi
Other	Train, Bus, Subway

MISCELLANEOUS

Laundry	Lodging
Meals	Porter, Bell Captain
Other	

LIST OUT-OF-TOWN TRIPS (Other than regular flights)

DATES **BUSINESS PURPOSE**

REGULAR SCHEDULED FLIGHTS (complete destination detail sheets)

Total number of flights during year

Total number of days away from home

SPECIAL QUESTIONS

Were you reimbursed for any of your business expenses? **Yes** **No**

List any equipment sold that was Previously claimed as a business expense

If so, how much were you reimbursed? (List by individual expenses category) Date Sold Amount Description

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Were your reimbursements included in your W-2 form? Yes No

If you get an annual report of expenses and per diem, please attach.

Attach any W-2 expenditures provided by your employer(s).

DESTINATION DETAIL SHEET (DOMESTIC)

CONTINENTAL US — PER DIEM RATES ARE CALCULATED ON A DAILY BASIS.
PLEASE NOTE NUMBER OF DAYS AWAY, EXCLUDING TURNS.

ABE	ABI	ABQ	ABR	ACT	ACY
ADK	AFW	AGS	ALB	AMA	ATL
AUS	BDL	BFI	BFL	BGR	BHM
BIL	BIS	BNA	BOI	BOS	BRO
BTR	BUF	BUR	BWI	BZN	CAE
CAK	CHA	CHS	CID	CLE	CLT
CMH	COS	CPR	CRP	CVG	CYS
DAB	DAL	DAY	DCA	DEN	DFW
DLH	DSM	DTT	DTW	EGE	ELP
EUG	EWR	FAR	FAT	FAY	FLL
FSD	FSD	FTW	FWA	GEG	GFK

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GGG GJT GRR GSO GSP GTF

GUC HDN HLN HOU HRL HSV

HUF IAD IAH ICT IDA IND

ISP JAC JAN JAX JFK LAN

LAS LAX LBB LGA LGB LIT

LNK LVS LWB MAF MCI MCO

MDT MDW MEM MFE MGM MIA

MKE MLB MLI MOB MSN MSP

MSY MWH MYR NFL OAK OGD

OKC OMA ONT ORD ORF PAE

PBI PDX PDX PHF PHL PHX

PIA PIH PIT PMD PNS PQI

PSP PUB PVD PDM RDU RFD

RIC RNO ROC ROW RST RSW

SAN SAN SAT SAV SBA SBN

SCK SDF SEA SFO SGF SHV

SJC SLC SMF SNA SNA SPI

SPS SRQ STL SWF SYR TLH

TPA TUL TUS TYS YKM

DOMESTIC TOTAL
D E S T I N ATION DETAIL SHEET (I N T E R N AT I O N A L)
INTERNATIONAL, ALASKA, HAWAII, PUERTO RICO & VIRGIN ISLANDS — PER DIEM IS CALCULATED ON A TRIP BASIS.

PLEASE NOTE NUMBER OF 2 1/2 DAY TRIPS.

ACA ACA ADL AGP AKL ALC

AMS ANF ANU APW ARI ARN

ASU AUA AUA AXA AXA BAQ

BCN BDA BDA BEL BER BGI

BGO BHX BNE BOG BRU BSB

BZE CCP CCS CGN CHC CLO

CNQ COR CPH CPQ CTG CUN

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CUR	CUR	CZM	DUB	DUS	EDI
EZE	FPO	FRA	FUK	GCM	GCM
GDL	GIG	GLA	GND	GND	GOA
GRU	GUA	GVA	GYE	HAJ	HAM
HEL	HKD	IQQ	IQT	JUJ	KIN
KMJ	KOJ	LAJ	LAJ	LGW	LHR
LIM	LIS	LPB	LPL	LUX	LYS
MAD	MAN	MAO	MBJ	MDZ	MEL
MEX	MGA	MID	MIL	MQV	MTY
MUC	MBD	MXP	MZT	NAN	NAS
NCE	NGO	NGS	NOU	NRT	NUE
OPO	ORY	OSA	OSL	PAP	PAR
PIO	PLS	PLS	PLU	PML	POA
POP	POP	POS	PPG	PSA	PTY
PUR	QPP	RES	ROM	SAL	SAP
SCL	SCQ	SDQ	SFJ	SJO	SMA
SMA	SNN	SPK	STN	SVQ	SXM
SXM	SYD	SZG	TGU	TRN	TXL
TYL	TYO	TYO	UIO	UVF	UVF
VCE	VIE	VVI	YEG	YFS	YHM
YHZ	YJT	YMX	YOW	YQB	YQM
YQX	YUL	YVR	YVR	YWG	YYC
YYR	YYT	YYZ	ZIH	ZRH	

AK, HI, PR & V I

ADN	ANC	ANC	BQN	FAI	FAI
HNL	HNL	ITO	NRR	NRR	OGG
OFF	PSE	SJU	SJU	STT	STX

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INTERNATIONAL TOTAL

HOW MANY 1.5 DAY TRIPS? HOW MANY 2.5 DAY TRIPS? HOW MANY TRIPS LONGER 2.5 DAYS?

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