



Clean Sweep Letter

Time for a Clean Sweep



Your tax return is a good window into your total financial picture.

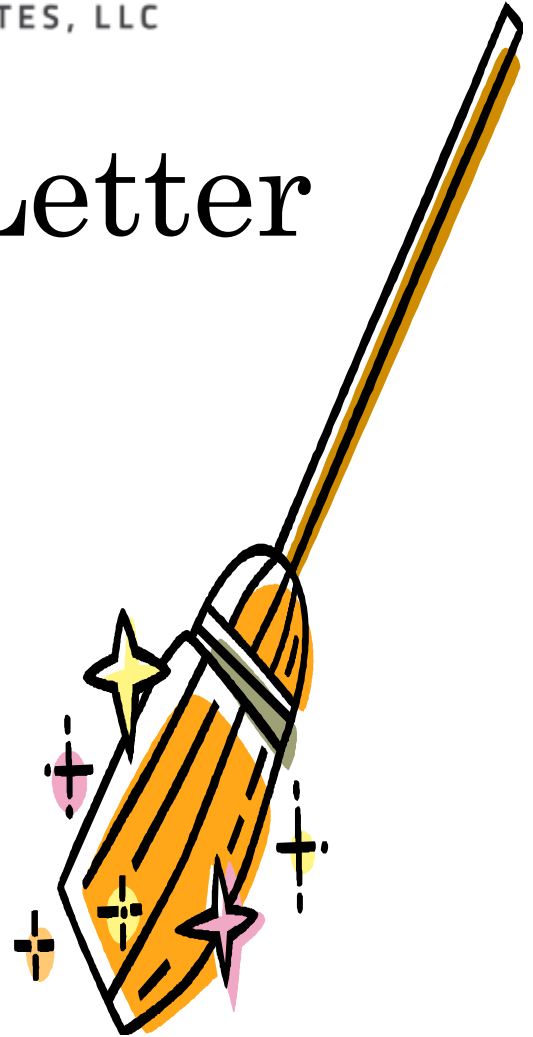
You can clean up your financial and tax life by reviewing your tax return. As you prepare to put the forms away, take a few moments to assess your situation:

Will your income or expenses change this year?

Did you like last year's results?

Have you ever taken a good look at your tax return? Maybe now's the time.

You can use this handy guide.



Did you get a large refund?

Owe too much? Now is the time to change this situation.

If you owed so much that you paid penalties:

It might be wise to change your withholding at work by submitting a new W-4 with **fewer** dependents. If you are married, and claiming Married 0, you can switch to the single rates. For most taxpayers, Married 0 is approximately equal to Single 3. If you know how much extra you want withheld, and want to leave your dependents the same, you can indicate an extra amount on line 6 of Form W-4 to withhold each period.

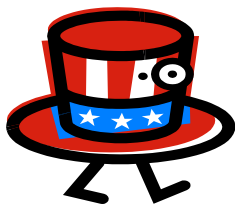
If you pay estimated tax, and expect this year to be similar to last, make sure your payments at least equal last year's tax.

If you got a large refund:

Did you put the money to good use, or could you have used the money last year in a better way?

If you increased your exemptions on Form W-4, the extra money could be used to meet your current monthly payments or buy a few extra tanks of gas. If making ends meet isn't important, you could fund more retirement or open an investment account, thus enhancing your financial picture.

The average Federal tax refund is almost \$3,000. That's about \$250 per month that could be put to better use.



Is Uncle Sam walking away with an interest-free loan from you?

Or...

Is he collecting interest on your deficiencies?

Take a look at your investment earnings.



Lines 8, 9, and 13 on Form 1040 are a snapshot of your current investment portfolio.

Are they small or nonexistent?

Perhaps a withholding change can help you build your nest egg. By increasing your exemptions on Form W-4, and depositing \$50 per month into a 1% savings account, you will have \$3,061 saved at the end of 5 years.

Did you know: Estimates indicate that 10.5 billion in loose change is sitting idle in American households? If you put just \$2 in loose change into the 1% savings account each week, you would have \$1,005 in 10 years.

Did your investments create a tax burden?

It might be wise to rebalance your investment portfolio: Long term capital gains are taxed at a lower rate than interest, so switching to tax-efficient mutual funds could decrease your tax burden.

Check to see if you have any losers that could be invested more wisely. You can offset your capital gains, plus \$3,000 of other types of income, with stock losses each year.

Did you deduct a business loss on line 12 of Form 1040?

The mere fact that you lost money on a business is a negative factor in your overall financial picture.

It could also be a negative factor in your tax picture. Incorrect deduction of hobby losses amounts to \$30 billion in lost tax revenue a year, according to IRS estimates. With Congress and the IRS hot on reducing revenue losses, you should be aware that your business could be reclassified as a hobby. To get the point across, the IRS has created numerous special fact-sheets to highlight the problem. Visit the IRS Small Business and Self-employed tax center (in the business section) at irs.gov for resources and information to help you profit from your business.



To determine whether your business is a hobby, the IRS asks you to consider the following factors:

- Does the time and effort put into the activity show intention to make a profit?
- Do you depend on the income from the activity?
- Have you changed your methods of operation to improve profitability?
- Do you have the knowledge to make your business successful?
- Have you made a profit in the past?
- Can you expect a profit in the future?

If your business is profitable there is a new deduction

Aside from avoiding the hobby rules mentioned above, The Tax Cuts & Jobs Act (TC&JA) has created another incentive for making your business profitable. It's called the Qualified Business Income (QBI) deduction. Here's how it works:

- **Who gets to take the deduction?** Profitable business owners (excluding C-corporations) with taxable income under \$315,000 (married) and \$157,500 (single) will get the deduction. If you make more than that it gets complicated, so let's focus on folks below these limits first.
- **How big is the deduction?** Taxpayers below these income thresholds will generally get to deduct the lesser of; 1) 20% of Qualified Business Income (QBI), or 2) 20% of taxable income minus capital gains.
- **What is QBI?** QBI is closely related to profits. If your business is profitable you likely will have QBI. There are some exceptions. For example, business owners with an extremely high mileage deduction might be profitable but not have QBI. Similarly, profitable landlords might not have QBI because of high depreciation deductions.
- **Example:** Paul is a single consultant with \$75,000 in QBI and no capital gains. His taxable income (after deductions) is \$57,701. His deduction is 20% of \$57,701, or \$11,540. This saves him \$2,539 in tax.

This is an over-simplification of the QBI deduction. There are separate rules for folks with taxable income greater than \$157,500 (single) and \$315,000 (MFJ). If you are a service business your deduction begins to phase-out above these income levels. If you are NOT a service business you still might be able to get the deduction but it depends on other factors such as wages paid and the value of certain business assets. It gets complicated, so work with a professional to understand how to take full advantage of this new and favorable business deduction.

Did you pay surtaxes or were you phased out of credits and/or deductions for IRAs, student loan interest, tuition, or children due to high income?



Many tax deductions and credits phase out at certain income levels.

The best way to improve your present tax situation and your future retirement is by deferring more into your company's retirement plan. Increasing your retirement contribution will lower your income used to calculate the phase-outs.

Self-employed? You can put up to 20% of your net income into a SEP plan, thus reducing your income for each dollar contributed.

You can also offset your income with capital losses of up to \$3,000 each year, as explained earlier.

Consider investing in municipal

bonds. They're tax free for federal purposes.

Signing up for the Flexible Spending Account (FSA) at work can enable medical deductions that would not otherwise be deductible. It also reduces the income used to calculate the phase-outs.

No company FSA? Perhaps you could qualify for an HSA (Health Savings Account). You must be under 65, covered by a compatible high-deductible health plan, and have no other insurance to set up an HSA. For 2018, you can contrib-

ute up to \$3,450 (\$6,900 family) into the HSA and deduct the payment. This gets you a medical deduction without having to itemize. Withdrawals from the HSA are not taxed if used for medical expenses.

If you have children in day care, you can further reduce your income by signing up for pretax dependent care benefits.

You might also be able to contribute to a traditional IRA. The reduction that this contribution makes to your income might qualify you for the Retirement Income Savings Credit.

Did you deduct charitable contributions on Schedule A?



The rules for deducting charitable gifts are tight, (no proof - no deduction), and the IRS is paying attention. Congress has apportioned extra funding for audits as a part of the IRS's Tax Gap Initiative.

Cash donations need to be substantiated with a receipt, cancelled check or a bank record to get a deduction. If you are still dropping cash into the collection plate at church, it would be a good idea to start writing a check. Small donations that you give to people who come around to your door can really add up. Remember to ask for a receipt. If you keep an envelope handy to collect the receipts, you'll have the documentation that is needed to satisfy IRS recordkeeping rules.

Non-cash donations need to be in at least good condition. Items of minimal value, such as socks and under-

wear could be disallowed. Make sure you get a receipt and document your deduction in detail. Make a list of your donated items with the fair market value and original cost. A photograph of the donated goods could also be helpful. And, make sure you get a receipt.

If you DON'T itemize on Schedule A you can still get a tax deduction if you are older than age 70^{1/2} and you give to a charity directly from an IRA. This is called a Qualified Charitable Distribution (QCD). As your tax advisor for details about this tax saving technique.

Invest your tax savings in a Roth

You can improve your future financial picture by investing the money you saved using the above strategies in a Roth IRA. Although contributions to your Roth are not deductible, the money grows tax free and will never be taxed as long as the rules are met.

If your income is over \$199,000

(MFJ) or \$135,000 (Single) you have been phased out of Roth IRA participation for 2018. There is no income limit, however, on the Roth 401k. Ask your employer if this is an option for your company's retirement plan.

Did you know that taxpayers with any amount of income can convert a

traditional IRA to a Roth by paying tax on the amount converted? Just remember that once you do that it can't be undone. The Tax Cuts & Jobs Act eliminated the ability to "re-characterize" such converted funds back to a traditional IRA.





Record retention guide

Filing your tax papers away can be a chore. Perhaps you need to make a clean sweep of the file cabinet.

The IRS advises that you keep your tax returns forever, but much of the supporting documentation can be destroyed after the statute of limitations for the tax year is over (three years in most cases). You can use the following guide to help make your decision.

1 YEAR

Copies (misc.)
Correspondence (routine)
Duplicate deposit slips
Stenographer's notebooks

Inventory of products, materials and supplies
Safety records
Sales records
Scrap and salvage records
Stock and bond certificates (cancelled)

Divorce decrees, alimony and child custody agreements

Financial statements
General and private ledgers
Insurance records (existing)

Internal audit reports

Journals

Military records

Minute books

Property appraisals and records

Retirement plan information (IRA, 401(k), etc.)

Savings bond registration

Training manuals

Union agreements

3 YEARS

Appointment books
Correspondence (general)
Employee personnel records (after termination)
Insurance policies (expired)
Internal reports (misc.)
Petty cash vouchers

Subsidiary ledgers
Tax returns
Time cards and daily reports
Voucher register and schedules
Voucher for payments made
W-2's/proof of income

PERMANENTLY

Adoption papers
Articles of incorporation
Audit reports of accountants
Birth certificates
Bylaws
Capital stock and bond records
Cancelled checks (important payments)
Charts of accounts
Citizenship papers
Contracts and leases (expired)
Contracts and leases (existing)
Copyright, patent and trademark registration
Death certificates
Deeds, mortgages and bills of sale
Depreciation schedules

5 YEARS

Invoices
Loan documents
Notes receivable ledgers and schedules
Purchase orders

7 YEARS

Accident reports and claims (settled)
Accounts payable ledgers and schedules
Bank statements
Brokerage statements
Cancelled checks (misc.)
Cash books
Employee expense reports
Employee payroll records

**The key to
Record Keeping is...**



Being Consistent