



# FLIGHTTAX

*Income Tax Returns for Flight Attendants*



**Welcome** to the Flighttax Professional Deduction Organizer! Please make sure this Organizer is completed and all requested material is provided. This will allow us to process your return in the fastest and most efficient manner. We will provide you with a completed 2106 form and partial Schedule A. These forms should be incorporated into your final tax return. Remember to provide us with:

- Schedules (12 months)       Final Pay Stub  
 W-2's       Payment

### PERSONAL DATA (Please Print)

First Name	M.I.	Last Name (as on your SS Card)	Social Security Number	Date of Birth	
Taxpayer:					
Spouse:					
Street Address		Apt. #	City	State	Zip Code
Current Tax Address:					
Mailing Address:					
<i>Tax Address: The current state to which you pay tax and the address we use on your tax return. Note: Must be able to receive mail.</i>					
<i>Mailing Address: The address where we mail your documents if different from your tax address.</i>					
Occupation	Airline	Base	Employee #	Date of Hire	Preferred Name/Nickname
Taxpayer:					
Spouse:					
Email:	Home Phone Number:		Cell Phone Number:		
Spouse's Email:	Spouse's Home Number:		Spouse's Cell Number:		
Best way to contact you:	May we notify you via text messages to your cell phone when your return is complete? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, tell us which carrier to use (e.g. Verizon, Sprint, etc.)</b>				

## Pricing Information

Item	Price	Amount
Professional Deductions (Professional Deductions include Per Diem Calculations)	\$79.00	\$
<i>All information must be received by April 1st to guarantee completion by April 15th.</i>	<b>Total Amount Due</b>	\$

**How are you paying for your preparation fee?**  
*Full payment must be made prior to preparation of per diem calculations.*

**Check or Money Order** Make payable to Flighttax. \$30.00 charge for all returned checks.

**Credit/Debit Card**  Visa  MasterCard  Discover  American Express  
 (Will appear on your receipt as Specialty Tax Services, Inc.)

Card Number	Exp. Date	Security Code
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Name on Card	Signature of Cardholder	Billing Zip Code

U.S. Postal  
 Mailing Address:  
 P.O. Box 139  
 Cicero, IN 46034

**317-984-5812**  
 LOCAL VOICE

**FAX 800-951-8879**  
 LOCAL FAX 317-984-5841

**FedEx/Overnight  
 Shipping ONLY:**  
 220 W. Jackson Street  
 Cicero, IN 46034

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

# PROFESSIONAL DEDUCTIONS

## Uniform Items Purchased

Enter the total amount of payroll deducted uniform items. For most airlines, this amount can be found on the last pay check stub of the year. \$

Enter additional "out of pocket" uniform expenses below. Do not include items provided by the company through replacement programs. You need a receipt for each item purchased, regardless of the amount. The \$75 rule does not apply as this is not a travel related deduction. Uniform items must have a company insignia or logo; no type of "street" clothes qualify for this deduction.

Uniform Items	Amount
Uniform Belt	\$
Uniform Dress	\$
Uniform Epaulets	\$
Uniform Jacket	\$
Uniform Hat	\$
Uniform Maternity Dress	\$
Uniform Pants	\$
Uniform Purse	\$
Uniform Scarf	\$
Uniform Serving Garment/Apron	\$
Uniform Shirt	\$
Uniform Skirt	\$
Uniform Sweater	\$
Uniform Tie	\$
Uniform Winter Coat, Gloves, Cap	\$
Uniform Shoes (must be purchased from a Uniform Store)	Amount
Uniform Shoes	\$
Shoe Repair	\$
Shoe Shine	\$

Support Hose (medical deduction)	Amount
Number of Pair used per Month	
Amount Per Pair	\$

Uniform Maintenance	Amount
Uniform Alterations	yearly amount \$
Home Laundering	monthly amount \$
Laundering	monthly amount \$
Dry Cleaning	monthly amount \$

**Airline Reimbursement Amount** \$

If you were reimbursed for any of your uniform maintenance expenses such as alterations or dry cleaning, do not include these amounts. We cannot take a deduction for any expense for which you were reimbursed. IRS regulations go even a little further. We cannot take a deduction for any expense for which you COULD have been reimbursed. For example: if your airline will reimburse you for your uniform alteration expenses but you just did not get around to submitting your receipts for reimbursement. The IRS will not allow this expense as a deduction because you 'could' have been reimbursed. Thus, do not include any expenses for which you were reimbursed, or any expenses for which you could have been reimbursed, but were not.



Check out our website for video explanations of the most commonly questioned areas of the organizer. Keep checking back during the season. We hope to post more videos throughout the year.

 The Play Button indicates sections with video explanations currently available on our website.

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

## Transportation Expenses

### Layover Transportation

Transportation between places of lodging and places where meals are taken, are included in the "Incidental Expenses" portion of your per diem; therefore, no separate deduction is allowed. See IRS Pub. 463

Satellite/Co-Terminal Transportation	Amount
Three Letter Airport Code	
Number of Round Trips Per Year	
Cost Per Round Trip or Mileage Driven	
Three Letter Airport Code	
Number of Round Trips Per Year	
Cost Per Round Trip or Mileage Driven	

If you cover more than one airport, transportation between your base (company mailbox) and another airport is deductible. Do not include expenses for transportation to your base (company mailbox) or home.

Other Related Expenses	Amount
Airport Parking Expense	\$
Reserve Emergency Cab Fares	\$

## Computer & Related Expenses

**Computers are not deductible.** The IRS has issued a Letter Ruling (#8615024 & Bryant, U.S. Ct. App. 3rd cir. 74 AFTR2d 94-5440) disallowing a deduction for home computers. The ruling states... "Despite legitimate business use, employees generally may not write off the cost of their computer. By law, a computer must be used for the convenience of the employer and required as a **condition of employment.**" In private rulings, the IRS ruled an individual may not claim depreciation when the purchase of a computer is optional and not absolutely required by their employer as a condition of employment. All airlines provide computers for their employees to use. Although they are a huge asset to our jobs, the airline does not require that we have a personal computer or laptop.

Printer/Software Deductions	Amount
Yearly Cost of Paper for Company Usage	\$
Yearly Cost of Toner/Ink Cartridges for Company Usage	\$
Bidding Computer Software	\$
Trip Trading Computer Software	\$

Internet/Online Services	Amount
Airline Schedule Service Fees i.e. Flightline, FLICA, etc.	\$
Yearly Cost of Home Internet Access Fees, DSL, Cable, Aircard, VoIP, Skype	\$
Yearly Cost of Hotel Access Fees (paid while on layovers)	\$

# Travel/Required Items

Your profession requires you to have specific items for travel and to perform your job in areas of service and safety. Enter the expense below for the items you have purchased during the applicable tax year. Receipts are required for items priced over \$75 each. If you purchase an item that is under \$75 you need to make a record of that purchase in your log book or on your schedule. **You must have documentation, either a receipt or log book/schedule entry, for each item you list below.**

Travel Related Expenses	Monthly Amount	Yearly Amount	Safety and Professional Items	Amount
Tips to Hotel Van Drivers	\$	\$	Portable Security Device	\$
ATM Fees (while on layovers)	\$	\$	Portable Smoke Detector	\$
Check Cashing Fees (while on layovers)	\$	\$	International Voltage Converter	\$
<b>Safety and Professional Items</b>			International Currency Converter	\$
			Manual Replacement	\$
			Update and Revision Services	\$
			ID Replacement	\$
			Company Business Cards	\$
			Foreign Visa Expense	\$
			Global Entry Fee	\$
			Passport Fee	\$
			Passport Photo Expense	\$
			Professional Publications	\$
			Bid Service Fees	\$
			Trading Service Fees	\$
			<p>If you pay a service to trade your trips or rearrange your schedule, these fees may be deductible. In order for you to deduct this expense, you must pick up trips of higher time or end up with a line of higher time or greater paying trips. If you trade from domestic to international, this would qualify since international pays more per hour than domestic. If you trade from an aisle position to a galley position at some airlines, this also qualifies since this position has a higher per hour pay.</p> <p>If you drop your trips and don't fly a full schedule, your trading fees generally are not deductible. If you have any questions, please contact us at 317-984-5812.</p>	
Luggage Items (wheels, repairs, locks, lunch bag)			2nd Language Education Expense	\$
Garment Bag			Drug Testing Fees	\$
Luggage Tags				
Name Tags (lanyard, badge holder)				
Wings				
Watch Battery/Repair Expenses				
Airline Access Keys				
Personal Organizer				
Logbook				
Galley Supplies (corkscrew, can opener, tape, etc.)				
Flashlight				
Batteries				
Portable Alarm Clock				
Portable Curling Iron				
Portable Hair Dryer				
Portable Iron				

# Communications

Your profession requires you to keep in touch with your employer, your fellow flight attendants and crew scheduling. We can take a portion of your cell phone expenses for business related calls. Provide your expenses in the area below.

Cell Phone	Yearly Amount	Calling Card	Amount
Cell Phone Purchase (your phone only)	\$	Direct Bill Calling Card	per month \$
Cell Phone Base Charge per Month (single line)	\$	International Prepaid Calling Card	per month \$
% Airline Business Usage per Month: Choose One: <input type="checkbox"/> 40% <input type="checkbox"/> 50% <input type="checkbox"/> 60% <input type="checkbox"/> Other %		If you fly domestic and don't have a cell phone (yes, it does happen) or are flying international and do not have international service on your cell, the amount you place on a calling card or prepaid calling card is deductible under the same qualifications as your cell phone.	
<p>Home phone or basic home phone service is not deductible. The IRS believes that the basic home land line service is an expense that most Americans have regardless of their profession. Cell phones, in time, will probably be included in this category. Many of us don't even have a land line anymore and use our cell phone as our exclusive contact number. Make sure that the amounts you provide to us are for your single phone only. If your plan covers 3 phones, make sure to subtract the added cost of the additional phones.</p> <p>Because your job requires you to be directly accessible to the company, we have the grounds for a deduction of the expenses which are incurred. If you are on reserve, this is obvious, but you must also be available for contact by or to contact crew scheduling for non-routine situations, cancellations and mechanicals. You are also using your cell phone to call your supervisor, union or fellow crew members.</p> <p>We have asked you for the amount of your monthly base. Be sure to include taxes and fees. From this base, we will take the deduction based on the percentage of business usage. As a general rule, very few deductions which can also have a personal use pass IRS scrutiny at 100% business. Most of our clients tell us the business use percentage is between 50% and 70%. If you believe you have a percentage of business use other than this, please provide the amount in the space provided. Don't hesitate to call us if you have any questions about this deduction!</p>		Please provide the monthly or yearly dollar amount on your business/layover usage calls.	
		<b>Additional Communication Expenses</b>	
		Company Fax Expense	\$
		Company Copy Expense	\$
		Company Mailing Expense	\$
		Company Overnight Expense	\$
		If you have any expenses related to required communication between you and the company or the union, these expenses are deductible. If you are required to fax a copy of a doctor's note to your supervisor and Kinko's charges you to do this, make sure you save the receipt or put it on a credit card. Enter any expenses for copying, faxing or mailing in these specific entry areas.	

## ▶ Temporary Duty/Special Assignment

If you are on Temporary Duty assigned by the company for any reason, your related expenses may be deductible. The IRS defines Temporary Duty as any assignment that has an expected completion date of less than one year. If your assignment is greater than one year, you do not qualify for this deduction.

You may also qualify for some very substantial deductions if you are on a special assignment away from your base. For example, if you are based in New York and accept a training position in Dallas; your housing, meal and transportation expenses are all deductible (assuming these expenses are not provided by the airline).

Do NOT enter any TDY or SPA days that are on your schedule. If you are providing your schedules to us or using our online per diem calculator, we/you will include these dates and locations in your schedule per diem calculations. Only enter days below that are NOT included on your flight schedule.

Temporary Duty/Special Assignment Expenses		Entry
Number of Days on TDY at Location <i>Do not include any days that you had scheduled flying, this deduction will be taken in the per diem section.</i>		
From: To:	Three Letter City Code of TDY Location	
Number of Days on TDY at 2nd Location		
From: To:	Three Letter City Code of 2nd TDY Location	
Local Transportation Expense <i>(rental car, public transportation, etc.)</i>		\$
Were you provided housing for your TDY?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, enter cost of housing during TDY.		\$
Commuting Expense during TDY		\$
Utility Expense during TDY		\$
Local/Long Distance Phone Usage during TDY		\$
If you drove to the TDY location and used your car while on assignment, enter the total miles driven from departure until your return.		mi.
Purpose of TDY?		

## Union Expenses

As a unionized employee, your union dues, initiation fee and any union publications are all deductible. If you actually work for the union as a union rep. or direct employee, you will have additional deductions. Please download our Union Rep. Worksheet at [www.flightax.com](http://www.flightax.com).

Union Expenses	Amount
Union Dues <i>(amount actually paid during year)</i>	\$
Union Initiation Fees	\$
Union Publications	\$
Travel Expense for Union Meetings/Events	\$



American Airlines

# Get your Flightax App!

Now available for your Droid!  
(soon to be available for most airlines)

Download it now from your play store!



**Remember!** Amounts are annual totals unless otherwise specified.

## Training

Your job requires, at a minimum, yearly training per the FAA. You are allowed to take a per diem deduction for each day that you spend in training. For example, if you have training in Atlanta, you are allowed a deduction of \$52 for each day you are in Atlanta for training. We are, however, required to subtract the amount of per diem that your airline paid you for your time in training.

If you are based where your training is held, you are NOT allowed to take a per diem deduction for training. As in the example above, if you are based in Atlanta, you are not eligible for this deduction.

An easy way to determine this deduction, in general, if your airline pays you a per diem for your meal expenses during training, you are able to take the per diem deduction based on the city of training. If you are not paid a per diem (excluding initial training) you generally will not qualify for this deduction.

You may also have additional expenses for your time in training. Transportation expenses, housing, cell phone, etc. We have done our best to break down each type of training below for you to benefit from this deduction.

Initial Training	Entry
Number of Days you were in Initial Training	
Three Letter City Code of Training Location	
Days Spent in Initial Training at a Different Location	
Three Letter City Code of 2nd Training Location	
Date Initial Training Started	
Date Initial Training Ended	
Amount of Per Diem Paid for Training <i>(if not included in yearly amount provided by your airline)</i>	\$
Hotel Expense while in Initial Training	\$
Transportation Expense while in Initial Training	\$
Phone Expense while in Initial Training	\$
Recurrent/Upgrade Training	Entry
Number of Days you were in Training	
Three Letter City Code of Training Location	
Days Spent in Training at a Different Location	
Three Letter City Code of 2nd Training Location	
Hotel Expense if not Provided by Airline	\$
Transportation Expense while at Training	\$

# Job Search

Due to the instability of the airline industry, more and more of our clients are having job search related expenses. Your cost of finding a job within the airline industry is deductible. What does this mean? The job search expenses of finding another position within the same industry are deductible, the job search expenses of looking outside of the airline industry are NOT deductible.

This is one of those IRS regulations that sometimes does not make sense. If you are a flight attendant and update your resume or fly to an interview, these expenses are deductible. If you do the same for another position outside of the industry, such as a retail position or professional job, these expenses may not be taken as a deduction.

Several of our clients have requested a deduction for the purchase of a new suit or professional attire for the interviewing process. Although this is an additional expense to you, it is not a recognized deduction by the IRS. The only type of clothing that is deductible is that which has a company logo or insignia, such as a uniform.

Qualified Job Search Expense	Amount	Qualified Job Search Expense	Amount
Resume Expenses	\$	Airfare for Interview	\$
Fax/Postage/Overnight Delivery	\$	Airfare for Physical	\$
Airline Job Placement Services	\$	Hotel Expense for Interview	\$
Application Fees	\$	Hotel Expense for Physical	\$
Simulator Prep Time for Interview	\$	If you drove to your interview or physical, list the total miles driven round trip for all.	mi.

# Foreign Domicile\*

**This form is for United Airlines Flight Attendants only!** If you have other sources of foreign earned income, please refer to the Foreign Income Worksheet at [www.flightax.com/download](http://www.flightax.com/download) or call us at 317-984-5812 and we can fax/mail you a worksheet.

If you were based at a foreign domicile for any part of 2014, you have a couple of options in filing your income tax return. You can receive a credit for any taxes that you have paid to a foreign country and/or you may qualify to claim a Foreign Income Exclusion for a portion of the income you earned. Chances are you will be able to take advantage of both of these situations to reduce your tax obligation to the US.

**Foreign Tax Credit:** If you pay income tax to another country, you may take a credit of this tax towards your US obligation. If you were based in the UK we will need three pay check stubs

from you to determine the total amount of tax you have paid. As you may know, the UK tax year is April 6th of one year to April 5th of the next. We will need your April 1st, April 15th and December 15th paystubs.

**Foreign Income Exclusion:** The IRS allows you to exclude income earned while on or flying over foreign soil. Income earned while flying over international waters or the US is tax as earned in the US. In order to exclude the foreign portion of your earned income, you must qualify as a Bona Fide Resident of a foreign country. To qualify, you must be out of the U.S. for one complete calendar year—January 1 to January 1. For example, if you were not based in LHR until July of 2014, you will not be able to file your 2014 Federal Income Tax Return until January 1 of 2016. Your qualifying period to meet the Bona Fide Residency Test is

January 1, 2015 to January 1, 2016 You will need to file a special extension until this qualification can be met - which we can file for you. You do not have to be based in the same foreign country to meet this qualification, just out of the U.S. In order to claim the income exclusion you must also pay income tax to the foreign country where you claim residency - if that country requires you to do so.

**Duty Time Apportionment:** If you qualify as a Bona Fide resident of a foreign country, we will have to calculate the amount of income that is taxable to the US by a process called Duty Time Apportionment. We must have a copy of your Year End Audit Report providing the number of trips and each destination.

Our base fee for a Foreign Income return is \$259 (income exclusion only) and \$289 (income exclusion and foreign tax credit).

Address	City	Country	Postal Code	Date Established
Foreign Address:				
Prior Foreign Address(es):				
Foreign Employer Address:				

Note: Your foreign address will be used on the tax return unless your residency ended after January 1 of this year.

Have you ever filed form 2555 to claim the foreign income earned income exclusion? If yes, what year: <input type="checkbox"/> Yes <input type="checkbox"/> No	At any time during 2014, did you have an interest in, or a signature or other authority over a financial account in a foreign country, such as a bank account, securities account or other financial account? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Country name required. If yes, did the combined value of these accounts exceed \$10,000 at any time during 2014? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, did this amount exceed \$50,000 at the end of 2014 or surpass a value of \$75,000 anytime during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes you are required to file Form 8938 as part of your tax return. If family members lived abroad with you during the tax year, please list relationship (spouse, child, etc.) and duration (all year, 6 mos., etc.) for each.
Date Foreign Residence Began	
Date Foreign Residence Ended	
Principal Country of Employment	
Of What Country are you a Citizen/National?	
Do you own or rent your foreign abode? <input type="checkbox"/> Own <input type="checkbox"/> Rent	
Type of Visa Issued to you?	
Have you submitted a statement to the authorities of the foreign country where you claim bona fide residence that you are not a resident of that country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you required to pay income tax to the country where you claim bona fide residence? If a foreign Income Tax Return was filed, please provide a copy with the relevant information translated to English. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Foreign Tax Paid Jan. 1–Dec. 31 of 2014 (In U.S. Dollars) \$	

## U.S. RESIDENCE INFORMATION (Home maintained in the U.S. while abroad)

Did you maintain a home in the U.S. while abroad? <input type="checkbox"/> Yes <input type="checkbox"/> No	Street Address		
Name of Current Occupant	Relationship	City	
Is the property rented? <input type="checkbox"/> Yes <input type="checkbox"/> No	State	Zip	

## Commuter Pad Moving Expense

If you transferred bases but did not move your primary home, these expenses are considered a professional deduction versus a moving deduction. If you had any expenses related to moving your crash pad or airport car from one base to another, list these expenses below. You must have receipts!

If you changed your tax address and had a full blown move, complete the section in the Organizer for moving expenses.

Commuter Pad Moving Expenses	Entry
Old Base	
New Base	
Distance Driven to Transport Belongings/Vehicle	mi.
Date Moved	
Travel Expense	\$
Shipping Expense	\$
Lodging Expense (only while in transit)	\$



**Remember!** Keep your receipts at all times, even if the item is less than \$75—this will help us in the case of an audit. The IRS will not accept cancelled checks or credit card statements as receipts.

## Military Worksheet

Branch of Military & Rank:

Are you Active Duty?  Reservist?  National Guard?

1st Post of Duty: Three Letter Code:

2nd Post of Duty: Three Letter Code:

Number of miles from Home to 1st Post: 2nd Post:

### Reservist

Travel expenses related to your Reservist Activities are deductible. This deduction includes meals, lodging and transportation expense, and is based on the rates applied to federal employees. If you travel over 100 miles from your post of duty, you are no longer required to itemize your deductions in order to receive this benefit, as these expenses are now deducted on the front of the tax return. If you travel 100 miles or less, your deduction will be taken as itemized deductions.

	1st Post	2nd Post
Number of Nights Spent at Post From: To:		
Number of round trips <i>driven</i> to/from Post		
Did the military provide housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hotel/Housing Expense Paid by You	\$	\$
Miles driven while at post in personal car	mi.	mi.
Rental Car Expense	\$	\$
Were you paid a per diem?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What was the total per diem paid?	\$	\$

### General Military Deductions *Do not include airline expenses.*

Dress Uniform Purchase	\$
Dress Uniform Shoes	\$
Uniform Accompaniments	\$

### General Military Deductions *Do not include airline expenses.*

Subscriptions to Military Related Publications	\$
Professional Dues	\$
Job Related Training	\$
Personal Organizer	\$
Log Book	\$
Foreign Visa	\$
Passport Fee	\$
Passport Photo	\$
Uniform Maintenance:	
Home Laundering Expense	\$
Professional Laundering Expense	\$
Dry Cleaning Expense	\$
Shoe Shine/Supplies	\$
Military Business Cards	\$
Military Copy/Fax Expense	\$
Military Mailing Expense	\$
Military Phone Expense	\$
Office Supplies	\$
Misc. (specify)	\$



You may see us in your company publication, on the internet or on your pay check stub...but nothing is as effective as you telling your friends about Flightax! To say "thank you" we will give you a referral reward of \$25.00 for each person you refer.

And they don't have to be Flight Attendants, our sister company Pilot-Tax will process your Pilot Referrals.

# PER DIEM DEDUCTION INFORMATION

The government allows a deduction for each day that you are away from base. The IRS states that you can either itemize each layover city or you may take a standard rate per day. It is to your advantage to provide your schedules so your per diem allowance can be calculated based on your specific flying. The IRS will not allow a mix of schedules and days flown! All schedules must include three-letter layover city codes, dates and times of each trip.

Provide all 12 months of Flight Schedules **OR**  complete the Log Book Grid

<b>PER DIEM PAID</b>	<b>We must have the non-taxable per diem amount you were paid!</b> This amount may be found on your W-2 next to the letter "L", or on your last pay stub of the year. <b>If you can't locate it, contact your employer for this required amount.</b>		\$
<b>MONTHS FLOWN</b>	Total Months Flown	months	Did you fly <input type="checkbox"/> Domestic <input type="checkbox"/> International <input type="checkbox"/> Both
	Did you fly for more than one airline during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide schedules, last pay stub and W-2's for each airline.</i>		
	For any month during the year in which you were eligible to fly but did not, please explain. <i>(examples: Retired in May, Off work April to August due to reserve activity, Began Maternity Leave in November)</i>		
<b>BASE LOCATION</b>	Base at Start of 2014:	Transfer Date:	Base at End of 2014:

## Provide Schedules

Provide all 12 months of schedules as indicated below by airline. If your airline is not listed, provide schedules which include the required information of three-letter layover city codes, dates and times of each trip. Call our office if you have any questions.

<b>AMERICAN</b>	<p>We have created our own Flighttax App for Droid! Download it now at your Play Store. You can also go directly to our website <a href="http://www.flighttax.com">www.flighttax.com</a> under START THE PROCESS go to the GET SCHEDULES link. From either place you will be able to securely sign in to our app which will extract your schedules and send them directly to us. No printing, email or messing with getting your paper schedules any more! You can still send us your paper schedules or email them to us if you wish. See directions at the bottom of the page!</p> <p>Comments:</p>
<b>US AIRWAYS</b>	<p>Provide "Trip Sheets" for all trips during the year showing the layover city codes. If you prefer, you may complete the "Transfer Schedule from Logbook" grid on the next page.</p> <p>Comments:</p>
<b>DELTA</b>	<p>Provide "Monthly Activity Pay Statements" for all 12 months. Obtain these from DeltaNet by selecting Employee Info., then Self Service, then My Pay &amp; Tax Info. Select "Monthly Activity Reports After May 2012". You will need to print each individual month.</p> <p>Comments:</p>
<b>UNITED</b>	<p>Provide "Crew Pay Registers" for all 12 months. Obtain these from CCS by selecting "Other" and then "Flying Together". Then select "My Info / All About Me" from the left column. Then in the Payroll box, click on "show more info." to see the menu list. Select "Crew Pay Registers" and print each month.</p> <p>Comments:</p>
<b>WORLD AIRWAYS</b>	<p>Provide Trip Detail Reports for all 12 months—obtain from "eCrew" system. Be sure to print these in "landscape" view to prevent trips from being cut off.</p> <p>Comments:</p>
<b>AIRTRAN, CHAUTAUQUA, COMPASS, FREEDOM, FRONTIER, GO-JET, JETBLUE, MESA, REPUBLIC, SHUTTLE AMERICA, SPIRIT, TRANS STATES</b>	<p>Provide "Schedule Detail Report" for all 12 months. These can be printed from Sabre CrewTrac; be sure to print each month individually to get the correct detail.</p> <p>If you prefer to utilize Flightline Services, you must contact them directly at 800-659-9859 or <a href="http://www.flightline.com">www.flightline.com</a> to order your Expense Report and Flight Log. Submit all pages of both reports with your tax documents. <b>Flightline does not make these reports available to you until mid February at the earliest.</b></p> <p>Comments:</p>

Comments:

**AA Schedule Printing:** Provide HI-1's (Activity Sheets) for all 12 months. Print these in "landscape" view from **Epays within Jetnet**. If you would like specific sequence history information, log into Jetnet, go to the Flight Service page and click on Tools & Links from the menu on the left. Under Sabre Help & Links, click on "FA Sequence History". Once on this page, select the appropriate tax year—Click on Get Seq. Data first, then enter our email—[schedules@flighttax.com](mailto:schedules@flighttax.com) where it says email on file, then send the email. Your schedules will come to us and we can start the per diem calculations.

Base: \_\_\_\_\_ Airline: \_\_\_\_\_ Name: \_\_\_\_\_

January	February	March	April	May	June	July	August	September	October	November	December
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29		29	29	29	29	29	29	29	29	29	29
30		30	30	30	30	30	30	30	30	30	30
31		31		31		31	31		31		31

Base: **JFK** Airline: **WORLD AIRWAYS** Name: **JA**

January	February	March	April	May	June	July
1	1	1	1 LAX	1	1	1 HON
2 LAX	2	2 SFO	2 HOU	2	2	2
3 HOU	3 MXP	3 DFW	3 HOME	3	3 MXP	3
		4 ORD	4	4 SFO	4 MXP	4 NRT

**Only complete this schedule if you do not have your actual monthly schedules.**  
 We have made this schedule easier for you to complete—we only need your layover cities entered on the day of each layover. When your trip has ended, write HOME on the day you returned to base. See the example at right.

**Transfer Schedule from Log Book**