



FLIGHTTAX

Income Tax Returns for Flight Attendants



Welcome to the Flighttax Per Diem 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 If yes, tell us which carrier to use (e.g. Verizon, Sprint, etc.)				

Pricing Information

Item	Price	Amount
Per Diem Calculation	\$69.00	\$
<i>All information must be received by April 1st to guarantee completion by April 18th.</i>		Total Amount Due \$

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"/>
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

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

PER DIEM PAID	We must have the non-taxable per diem amount you were paid! This amount may be found on your W-2 next to the letter "L", or on your last pay stub of the year. If you can't locate it, contact your employer for this required amount.		\$
MONTHS FLOWN	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>		
BASE LOCATION	Base at Start of 2015:	Transfer Date:	Base at End of 2015:

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.

AMERICAN	<p>We have created our own Flightax App for Droid! Download it now at your Play Store. You can also go directly to our website www.flightax.com 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>
US AIRWAYS	<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>
DELTA	<p>Sign into "iCrew" and select "F/A Preference" from the "Schedules" drop down menu. Click on "Schedule Leg Data Extract". Select "send email to your Delta email" by entering a Y in the appropriate box. DO NOT SELECT SEND TO VENDOR. Upon receipt of email to your Delta email, forward to us at schedules@flightax.com.</p> <p>Comments:</p>
UNITED	<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>
WORLD AIRWAYS	<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>
CHAUTAUQUA, COMPASS, FREEDOM, FRONTIER, GO-JET, JETBLUE, MESA, REPUBLIC, SHUTTLE AMERICA, SPIRIT, TRANS STATES	<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 www.flightline.com to order your Expense Report and Flight Log. Submit all pages of both reports with your tax documents. Flightline does not make these reports available to you until mid February at the earliest.</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@flightax.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.