



# 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 <b>If yes, tell us which carrier to use (e.g. Verizon, Sprint, etc.)</b>				

### Pricing Information

Item	Price	Amount
Per Diem Calculation	\$79.00	\$
<i>All information must be received by April 1st to guarantee completion by April 18th.</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
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

<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>MEDICARE WAGES &amp; TIPS</b>	This amount may be found on your W-2 in box "5".		\$
<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 2017:	Transfer Date:	Base at End of 2017:

## 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>Flight schedule data will only be accepted electronically via the Flightax App...saves time and paper! Download the Flightax App for your Droid phone, or go directly to our website at <a href="http://www.flightax.com">www.flightax.com</a> under START THE PROCESS go to GET SCHEDULES and select your airline. 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. If you don't have a Droid or can't access thru our website, give us a call and we can help.</p> <p>Was the Flightax App used to send your schedules? <input type="checkbox"/> Yes <input type="checkbox"/> No</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>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 <a href="mailto:schedules@flightax.com">schedules@flightax.com</a>. DO NOT OPEN THE EXCEL FILE BEFORE FORWARDING TO US AS IT CAN CORRUPT THE DATA FILE.</p> <p>Comments:</p>
<b>UNITED</b>	<p>Flight schedule data will only be accepted electronically via the Flightax App...saves time and paper! Download the Flightax App for your Droid phone, or go directly to our website at <a href="http://www.flightax.com">www.flightax.com</a> under START THE PROCESS go to GET SCHEDULES and select your airline. From either place you will be able to securely sign in to our app which will extract your "Crew Pay Registers" or your "Annual Per Diem Letter" and send to us directly. If you don't have a Droid or can't access thru our website, give us a call and we can help.</p> <p>Was the Flightax App used to send your schedules? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>
<b>COMPASS, FREEDOM, FRONTIER, GO-JET, JETBLUE, MESA, REPUBLIC, SHUTTLE AMERICA, SPIRIT, TRANS STATES, VIRGIN AMERICA</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> Not available for Freedom Airlines.</p> <p>Comments:</p>

Comments: