With the IRS increasingly scrutinizing Employee Business Expenses, we encourage the use of a tax professional for the completion of your taxes. For those of you still doing it on your own we offer this only as a form of helpful tips

Turbo Tax placement of numbers on your 2106:

****It is illegal for you to use Form 2106EZ if you were reimbursed a per diem by your airline! You must use Form 2106. If TurboTax places your per diem amount on a Form 2106EZ you have done something wrong!

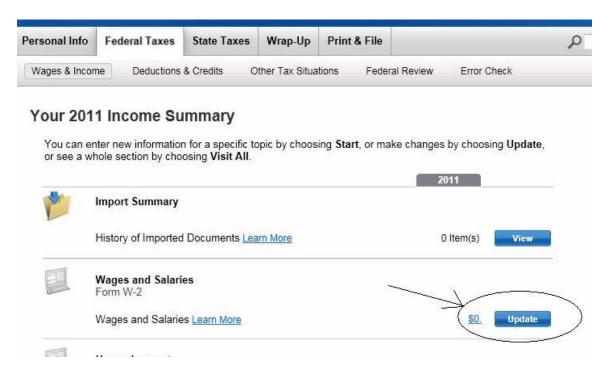
Here are some tips to get you through Turbo Tax. These are intended as tips only and by no means is Pro-Diem, Inc. responsible for any omissions or errors on your tax forms. This is intended only as a guide; please consult Turbo Tax is you have any questions or problems!

Let's start here:



Of Course we can't help you do your taxes, but let's take a look at where the non taxable per diem you are paid will go on Form 2106. You will first try to find it on your W-2. If it isn't listed there in Box C - under code "L", see if your company listed it as "per diem" or "pdiem" at the bottom of your W-2. If you don't see it anywhere on the W-2, look on your final paycheck stub for the year to find it. If you still don't see it CALL YOUR PAYROLL DEPARTMENT! You know you where paid a per diem and you MUST deduct it from what you are allowed to claim on Form 2106.

The following steps indicate where to list your non taxable per diem amounts from your W-2:





Let's Work on Your W-2

We'll walk you through entering your W-2s one at a time. If you have any 1099s, we'll work on those later.

- _
 Work on my W-2 now
 - O I don't have any W-2s
 - O Skip W-2s for now

Learn more about these situations:

- My employer sent me another W-2
- . I should have received a W-2 but didn't
- I have a W-2G (gambling)



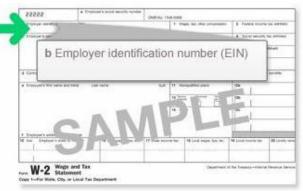


Personal Info	Federal Taxes	State Taxes	Wrap-Up	Print & Fil	е		
Wages & Incon	ne Deductions	& Credits C	Other Tax Situa	tions Fe	deral Review	Error Check	

Let's Start With a Bit of Info from Your W-2

Enter the Employer Identification Number (EIN), which is usually in **box b** on your W-2. Explain This **Don't have the EIN?** Just select **Continue**, and you can start filling in the rest of your W-2.

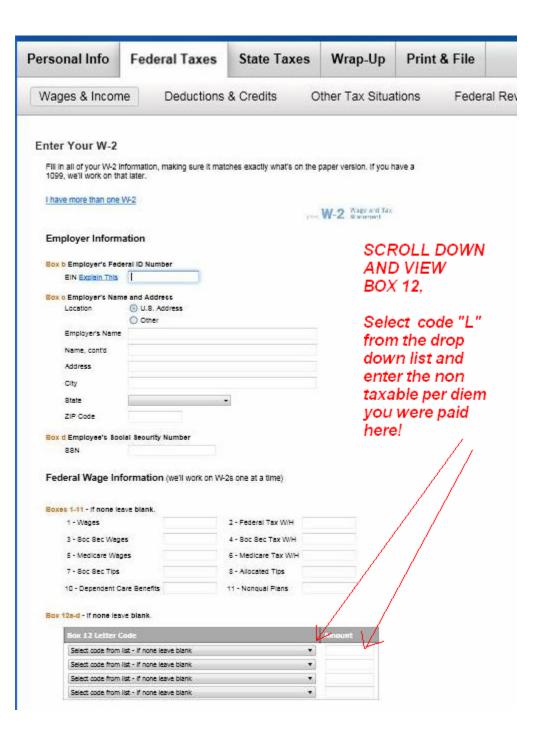
Employer Identification Number (EIN)



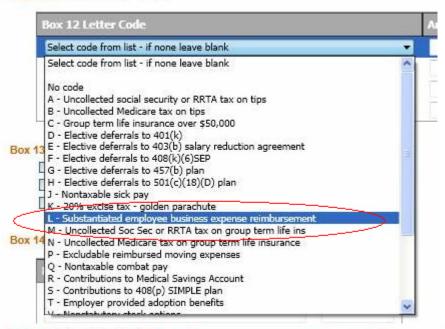




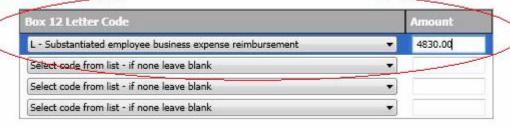
Back



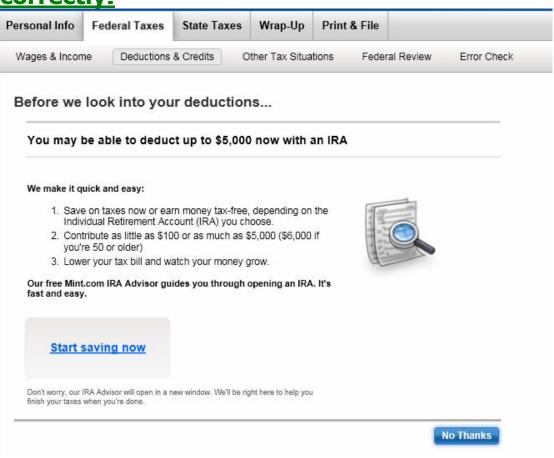
Box 12a-d - If none leave blank.

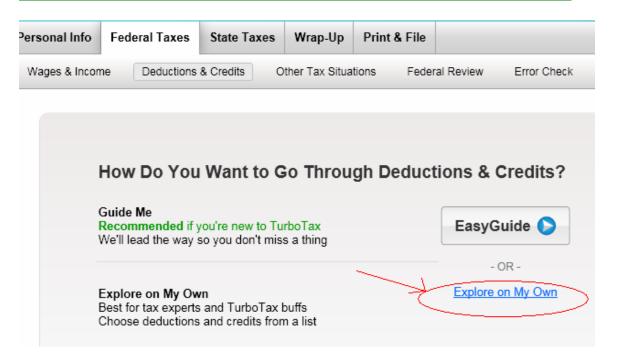


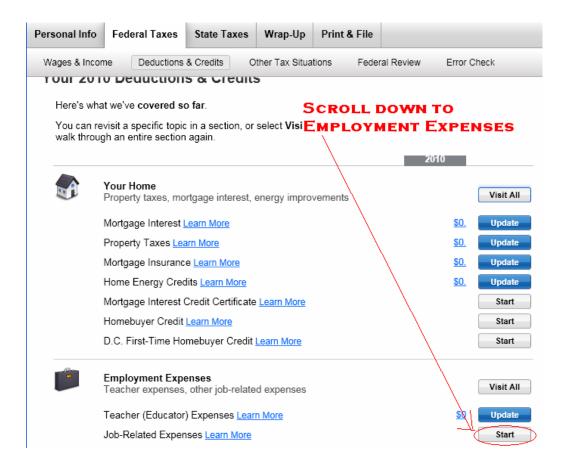
Box 12a-d - If none leave blank-



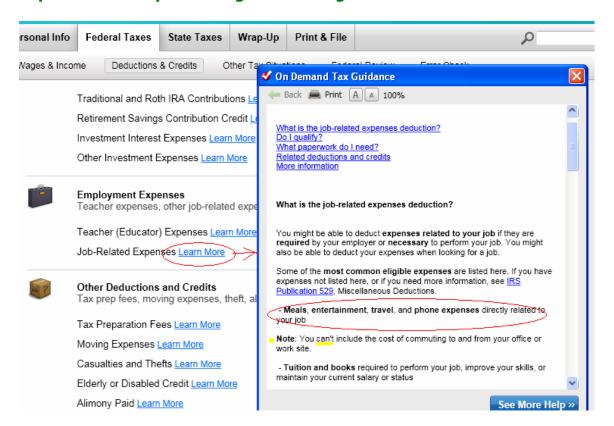
Okay, Let's look at how to make Form 2106 work correctly!







***** On a side note: You may wish to "Learn More" about your other expenses before proceeding and clicking the "Start" button.



Unreimbursed Work and Job-Seeking Expenses

We'll help you take every possible job-related deduction, whether you had out-of-pocket work expenses, or spent money looking for a new job. Explain This

This includes:

- Your home office
- Union dues and professional subscriptions
- Uniforms and related maintenance costs
- Travel, vehicles and entertainment
- Job-seeking costs like travel, resumes, career website registration fees, etc.
- Continuing education

Did you have any of these expenses in 2010?



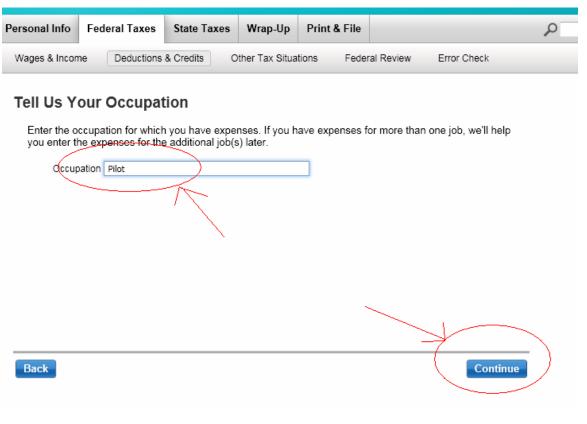
Personal Info	Fede	eral Taxes	State Taxes	Wrap-Up	Print & File			-
Wages & Incon	ne	Deductions (& Credits	Other Tax Situa	tions Feder	ral Review	Error Check	

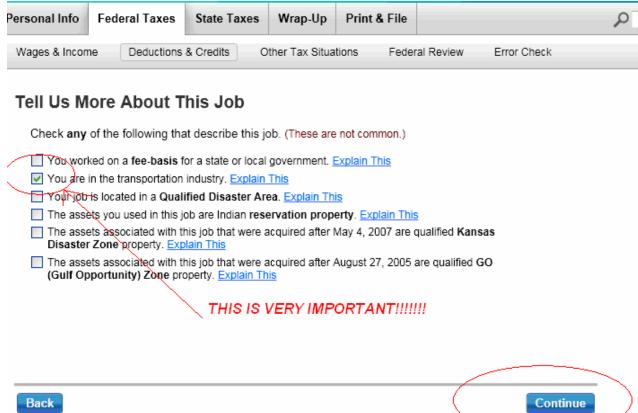
Did You Have Any of These Expenses?

These expenses are directly related to a job where you're employed by someone else and receive a W-2 from them.

- Vehicle See Examples
- Travel
- Meals
- Entertainment expenses
- Home office expenses
- Job-related equipment







**** You will have to work your way through a few screens at this point.....

Home Office Expenses

Very few people can deduct home office expenses. This is because in order to take this deduction, your home office must be a condition of your employment. Explain This

Did you have any home office expenses because you had to work at home?

And...

Did You Have Any Vehicle Expenses?

You can use either the standard mileage rate or actual vehicle expenses, but not both.

Examples of actual vehicle expenses include:

Gas and oil

And...

Any Equipment Expenses?

Did you buy or own equipment that you used on your job?

Select Yes only for job-related equipment (other than vehicles) that is useful for longer than a year. We'll ask you about equipment that's useful for less than a year later.

Examples of equipment that is useful for longer than a year include:

- Computers
- Office machinery
- Furniture

Until you get to this screen:

Any Other Expenses?

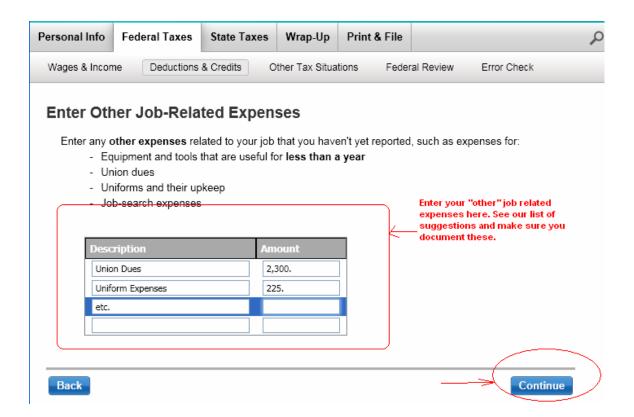
Enter the following expenses that you had in this occupation.

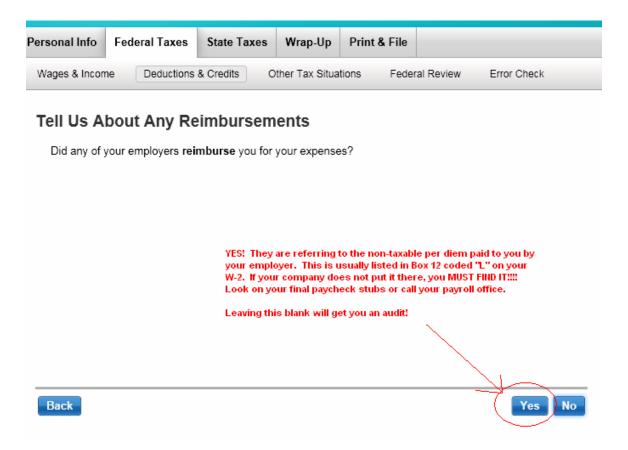
Line	are following expenses that you had in this occupant	511.	
	Parking, Taxi and Bus Expenses		This is where Pro-Diem's calculation
	Travel Expenses Explain This		goes!
	Meal Expenses Covered by Department of Transportation Rules	14,060.	
	Other Meals and Entertainment Explain This		
			J
Back			Continue

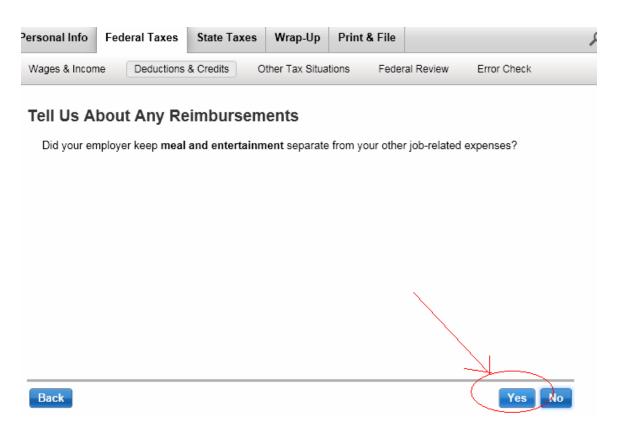
Then work through the following screens:

Basic			T				Ū	
Personal Info	Federal Taxes	State T	axes	Wrap-Up	Print	& File		
Wages & Incor	me Deductions	& Credits	0	ther Tax Situa	itions	Feder	al Review	Error Che
Tell Us A	bout Other E	Expens	ses					
Enter the f	following expenses	related to	your	occupation.				
Busin	ess Gifts Explain Thi	S						
Educa	ation Expenses Expla	ain This						
Profes	ssional Publications							

And...







Enter any reimbursements you received while working in this occupation. Include any reimbursements reported under code 'L' in box 12 on your W-2. Note: Do not include reimbursements that were added to your wages in Box 1 on your W-2. Reimbursements for DOT Meals and Entertainment 4830.0d goes Reimbursements for Other Meals and Entertainment Reimbursements for Other Expenses Back Continue

Get through the next screen:

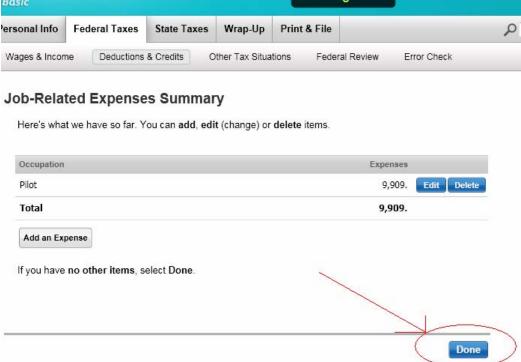


Any Special Situations?

Did you have any expenses because you were any of these:

- Disabled Explain This
- A Qualified Performing Artist Explain This
- An Armed Forces Reservist Explain This

You will then be able to review what has been entered so



far:

Then go to the "Forms" page in Turbo Tax:



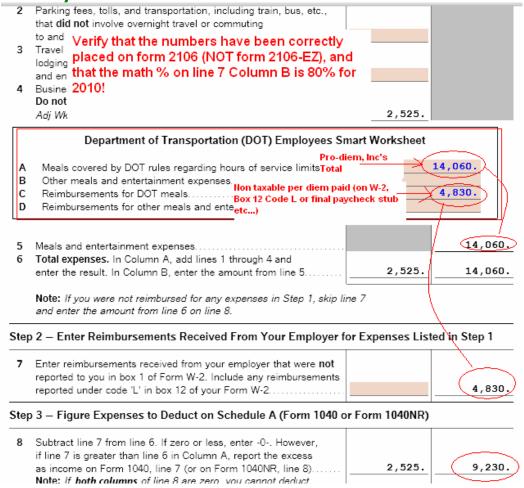




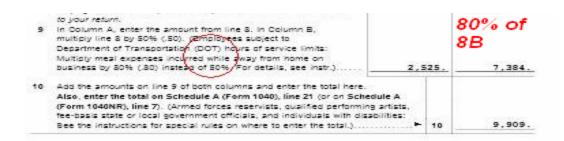
Make sure the DOT check Box is checked on the Smart worksheet

Form	2106	penses 2011 DO NOT FILE	
Your I	Name		Social Security Number
Оссир	oation in Which You	Incurred Expenses	
		Form 2106, Part I Smart Wor	rksheet
Α	Check this box	to use this form for spouse's employee expe	enses.
В	For entry of bus information and	siness expenses (incl non-auto depreciation) qualified performing artist, Armed Forces re sted work expenses, QuickZoom to Form 21	reserve-related travel, or
С		to file Form 2106 even if you qualify to file F	
D		Form 2106-EZ for these employee business	
E		if a fee basis state or local government offic	
F		if subject to Department of Transportation (I	
G		another copy of Form 2106	
	Treat all MACR	S accete for activity acqualified Indian rece	ervation property? Yes X No
Н		마다는 그렇게 느르게 하다 하나 아이들이 그리고 있다. 아이를 보면 하게 하게 하는데 하고 있다.	a reason property
H	Treat all assets	acquired after Aug 27, 2005 as	2 N 2
1	Treat all assets qualified GO Zo	acquired after Aug 27, 2005 as ne property?	S N S
- 200	Treat all assets qualified GO Zo Treat all assets	acquired after Aug 27, 2005 as	Regular Extension X No

Verify numbers were placed in correct column and that math % was done correctly.



Last but not least Verify that Turbo Tax calculated your difference from Line 8 Column be at 80% for 2010.



That's it! We hope that helped! Pro-Diem, Inc.