

1977 Instructions for Form 1040

Department
of the
Treasury

Internal
Revenue
Service

and for Schedules A, B, C, D, E, F, R, RP, and SE
(Tax Tables—pages 31-42)

Watch for Tax Law Changes

At the time Form 1040 and these instructions were printed, Congress was considering legislation that would allow credits for energy saving expenses for your personal residence. We have set aside lines 45 and 61a on Form 1040 for these credits. If this legislation is passed, we will do our best to tell you about it in radio, television and newspaper announcements. Please watch for this information which will also tell you about the energy credit form and instructions.

From the Commissioner

These instructions contain information needed to complete Form 1040 and Schedules A, B, C, D, E, F, R, RP, and SE. Please check to see if you can file Form 1040A before you begin to prepare your return. Since Form 1040A is much easier to complete this year, you should file it if you can.

This year Form 1040 has been redesigned to allow you to make all your calculations in a step-by-step manner.

Please note the Presidential Election Campaign Fund check-off near the top of the Form. Without increasing your tax or reducing your refund, you can have \$1 (\$1 each for husband and wife on a joint return) go to a fund to pay expenses for the 1980 Presidential Election.

These instructions contain new tax tables and tax rate schedules. The tables and rate schedules do not tax the first:

- \$3,200 of income, if you are married filing a joint return or a qualifying widow(er),
- \$2,200 of income, if you are single or unmarried head of household, or
- \$1,600 of income, if you are married filing separately.

These amounts are called “zero bracket amounts” and replace the standard deduction.

We believe the simpler form and instructions will make it easier for you to prepare your own return. If you need help, please call us at the number listed for your area on page 46 or visit an IRS office.

If you decide to have someone else prepare your return, select a qualified person. If you use a paid preparer, the law requires the preparer to sign the return, enter his or her identifying number, and give you a copy. Ask your preparer to consider whether you can file Form 1040A instead of Form 1040.

Please check your return to make sure it is correct and then file it early.
Thank you for your cooperation.

Commissioner of Internal Revenue

Earned Income Credit

Line 57.—You may be entitled to a special payment or credit of up to \$400 that may come as a refund check or be applied against any taxes you owe if you reported earned income and can answer "Yes" to questions A, B, and C below.

For this purpose, earned income means wages and salaries (after the disability income exclusion, if applicable), tips, other employee compensation, and your net earnings from self-employment (generally amount shown on Schedule SE (Form 1040), line 13). Earned income does not include social security benefits, welfare benefits, etc.

	Yes	No
A Is your adjusted gross income, Form 1040, line 31, less than \$8,000?	<input type="checkbox"/>	<input type="checkbox"/>
B Is your earned income less than \$8,000?	<input type="checkbox"/>	<input type="checkbox"/>
C Did you pay more than half the cost of keeping up a home in the U.S. in which you lived and which for the entire year (except for temporary absences for vacation, school, etc.) was also the home of (1) your child who was under 19 years of age or a full-time student, OR (2) your dependent child who is disabled (see pages 7 and 8)?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to ALL the questions above, you can qualify for the credit if **YOU DO NOT**:

- Check Box 3 on Form 1040, Married Filing Separately, or
- File Form 2555, Exemption of Income Earned Abroad, or
- File Form 4563, Exclusion of Income from Sources in U.S. Possessions.

If you qualify, use the Earned Income Credit Worksheet below to figure your credit.

Earned Income Credit Worksheet

(Do Not File This Worksheet—Keep it for Your Records)

1 Amount of wages, salaries, tips, etc. from Form 1040, line 8. Be sure to attach Copy B of Form(s) W-2 to your return	1	
<i>Caution: If you make an election not to claim the disability income exclusion and at the end of the taxable year you were under age 65, include on line 1 that portion of your disability income (attributable to periods prior to your reaching minimum retirement age) that you included on Schedule E (Form 1040), line 5, or Form 1040, line 17.</i>		
2 Disability income exclusion (sick pay) from Form 1040, line 30	2	
3 Subtract line 2 from line 1	3	
4 Net earnings from self-employment from Schedule SE (Form 1040), line 13. (Reduce for any amount also included in line 1 above and for any amounts that are not included in income, such as the rental value of parsonage or rental allowance furnished a minister.)	4	
5 Earned income. (Add lines 3 and 4. However, if line 4 is a loss, subtract line 4 from line 3—if less than zero, enter zero and do not complete the rest of this worksheet because you do not have an earned income credit.)	5	
6 Adjusted gross income from Form 1040, line 31	6	
7 Amount from line 5 or line 6, whichever is larger	7	
8 Enter 10% of line 5 but do not enter more than \$400 If line 7 is \$4,000 or less, do not complete the rest of this worksheet but enter the amount from line 8 on Form 1040, line 57. Also write the first name of your child who qualifies you for the credit in the space provided on line 57 (see the Note below).	8	
9 Amount from line 7	9	
10 Less	10	\$4,000.00
11 Subtract line 10 from line 9	11	
12 Enter 10% of line 11	12	
13 Earned income credit. (Subtract line 12 from line 8.) Enter here and on Form 1040, line 57. Also write the first name of your child who qualifies you for the credit in the space provided on line 57 (see the Note below)	13	

Note: If you have more than one child who qualifies you for the credit, you need only enter the first name of one of the children.

Highlights for 1977

Please note these important reminders and changes made this year.

Who Must File.—The income level at which an income tax return must be filed has been increased. If your income is less than \$6,200, be sure to see page 4.

If you want the IRS to figure your tax for you, please see page 4.

Standard Deduction (Zero Bracket Amount).—The former standard deduction has been replaced by a flat amount the law calls "zero bracket amount." This amount depends on your filing status. It is no longer a separate deduction as such; instead the equivalent amount is built into the new simplified tax tables and tax rate schedules. Since this amount is built into the tax tables and tax rate schedules, taxpayers who itemize deductions will need to make an adjustment. However, itemizers will not experience any change in their tax liability and the tax computation will be simplified for many itemizers.

Tax Tables.—Because of changes in the law, we have been able to develop new simplified tax tables to make it easier for you to find your tax if your income is under certain levels. Now, even if you itemize deductions, you may be able to use the tax tables to find your tax easily. In addition, you no longer need to deduct \$750 for each exemption or figure your general tax credit, because

these amounts are also built into the tax tables for you. Please see pages 5 and 11.

The General Tax Credit has been revised to take into consideration the exemptions for age and blindness. Married taxpayers filing separate returns will now be limited to a credit based on \$35 per exemption. If you find your tax in the tax tables, you will not need to compute this credit since it is already figured for you.

New Jobs Credit.—A new credit is allowed for business employers who hire additional employees. Please see Form 5884 and page 12 of the instructions.

Disability Income Exclusion (Sick Pay).—The new rules for the disability income exclusion that originally were to go into effect in 1976 were postponed for one year and are now effective for 1977. Under these rules you may be able to exclude up to \$100 a week of your pension income, but only if you are under 65 and totally and permanently disabled. Please see page 11.

Alimony Paid.—Payments for alimony are now adjustments to income. You no longer have to itemize deductions to claim a deduction for alimony you paid.

Moving Expense Rules Have Been Liberalized.—The mileage test has been decreased from 50 miles to 35 miles, while the dollar limits on deductible amounts have been in-

creased. See Instructions for Form 3903.

Deductions for Attending Foreign Conventions.—Certain new restrictions apply to expenses that can be deducted for attending foreign conventions. If you are an employee, see page 10. If you are a self-employed person, see Instructions for Schedule C.

You may get additional forms, a copy of **Publication 17**, Your Federal Income Tax, and other publications by using the order blank on the next to the last page.

Foreign Bank, Securities and Other Financial Accounts.—If you had any interest in or signature or other authority over a bank, securities, or other financial account in a foreign country (except in a U.S. military banking facility operated by a U.S. financial institution), you must file Treasury Department Form 90-22.1, Report of Foreign Bank, Securities, and Other Financial Accounts.

This form, which is due before July 1, 1978, should be filed with the U.S. Treasury Department at P.O. Box 28309, Central Station, Washington, D.C. 20005.

Form 90-22.1, which replaces Internal Revenue Service Form 4683, U.S. Information Return on Foreign Bank, Securities and Other Financial Accounts, and Foreign Trusts, may be obtained from Internal Revenue Service offices or by writing to the above address.

Privacy Act Notice

The Privacy Act of 1974 says that each Federal agency that asks you for information must tell you the following:

1. Its legal right to ask for the information and whether the law says you must give it.
2. What purpose the agency has in asking for it, and the use to which it will be put.
3. What could happen if you do not give it.

For the Internal Revenue Service, the law covers the following:

1. Tax returns and any papers you file with them.
2. Any questions we need to ask you so we can—
 - (a) complete, correct, or process your returns,

- (b) figure your tax, and
- (c) collect tax, interest, or penalties.

Our legal right to ask for information is Internal Revenue Code sections 6001 and 6011 and their regulations. They say that you must file a return or statement with us for any tax you are liable for. Code section 6109 and its regulations state that you must show a social security number on what you file. This is so we know who you are, and can process your return and papers.

You must fill in all parts of the tax form that apply to you. But you do not have to check the boxes for the Presidential Election Campaign Fund. You can skip that if you wish.

We ask for tax return information to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax.

We also use the information for other reasons. We are required by law to give it to the Department of Justice if they need

it for a lawsuit. We may give it to other Federal agencies as provided by law. We may also give it to States, the District of Columbia, and U.S. commonwealths or possessions to carry out their tax laws. And we give it to foreign governments because of tax treaties they have with the U.S.

If you do not file a return or give us the information we ask for, you may be charged a penalty. And you may not be allowed the exemptions, exclusions, credits, deductions, or adjustments shown on your tax return. This could make your tax higher. You could lose Social Security credits or your refund could be lost or delayed. You may have to pay interest on the tax you owe.

Please keep this notice with your records. It may help you if we ask you for other information.

If you have questions about the rules for filing and giving information, please call or visit any Internal Revenue Service office.

Form 1040 General Instructions

Who Must File

Whether or not you must file a return depends primarily on the amount of your income and your filing status. (Please see page 8 for examples of income.)

These rules are for all U.S. citizens and resident aliens, including those under 21 years of age. These rules also apply to those nonresident aliens and resident aliens who are married to citizens or residents of the U.S. at the end of 1977 and who elect to file a joint return as discussed on page 6, under **Your Filing Status**.

File a return if you are:

And your income is at least:

- Single (legally separated, divorced, or married living apart from your spouse for the entire year with dependent child) and:
 - You are under 65 \$2,950
 - You are 65 or older 3,700
- A person who can be claimed as a dependent on your parent's return, and have taxable dividends, interest, or other unearned income of \$750 or more 750
- A qualifying widow(er) with dependent child and:
 - You are under 65 3,950
 - You are 65 or older 4,700
- Married filing jointly, living with your spouse at the end of 1977 (or at date of death of spouse), and:
 - Both of you are under 65 4,700
 - One of you is 65 or older 5,450
 - Both of you are 65 or older 6,200
- Married filing separately or married but not living with your spouse at the end of 1977 750
- A person entitled to exclude income from sources within U.S. possessions 750
- Self-employed and your net earnings from self-employment were at least \$400.

▶ Even if you are not required to file a return, you should file to get a refund if (1) income tax was withheld, or (2) you are eligible for the earned income credit. If you are filing only to get a refund, please see Form 1040A Instructions to determine whether you can file Form 1040A.

Where to Get Forms.—In general, we mail forms and schedules directly to you based on what you filed last year. Many people will need only the forms we sent them. The order blank on the next to last page will help you get many of the forms, schedules, and publications referred to in these instructions. Many banks and post offices have the same material. However, if you do not find the material you need there, please fill out the order blank and we will send the material to you.

Dual-Status Tax Year.—You have a dual-status tax year if you were both a nonresident alien and a resident alien (or U.S. citizen) during the tax year. If you had a dual-status tax year for 1977 and you were either (1) unmarried at the end of 1977, or (2) married to a resident or citizen of the U.S. at the end of 1977 and do not

elect to file a joint return as discussed under **Your Filing Status**, on page 6, either of the following applies to you:

(1) if you were a resident of the U.S. at the end of the year, file your return on Form 1040 and clearly mark at the top center of the return "Dual-Status Return." Attach a separate schedule (Form 1040NR clearly marked "Statement" may be used) to your return to show the income tax computation for that part of the tax year during which you were a nonresident alien;

(2) if you were not a U.S. resident or citizen on the last day of the year, file your return on Form 1040NR and clearly mark at the top center of the return "Dual-Status Return." Attach a separate schedule (Form 1040 clearly marked "Statement" may be used) to show the income tax computation for that part of the year during which you were a U.S. resident or citizen.

You **MUST** itemize your deductions and you **MAY NOT** use the Tax Tables or use Tax Rate Schedule Z for unmarried head of household.

For more detailed information including additional restrictions applying to dual-status taxpayers, it is important that you get **Publication 519, United States Tax Guide for Aliens**.

U.S. Citizens Living Abroad.—Generally, foreign source income must be reported on your return. See **What Income to Report** on page 8 and get **Publication 54, Tax Guide for U.S. Citizens Abroad**.

Death of Taxpayer.—If a person died in 1977, or in 1978 before filing a return for 1977, the surviving spouse or personal representative of the estate must file a return for the person who died.

For these instructions, the personal representative is the executor, executrix, administrator or administratrix of the estate of the person who died, who is qualified and acting within the United States. However, if none of these is appointed, the personal representative is the person in actual or constructive possession of any property of the person who died.

The personal representative can file a joint return for the person who died, if the surviving spouse agrees and did not remarry during the taxable year. If a personal representative has not been appointed, the surviving spouse can still file a joint return, if he or she did not remarry during the taxable year. The 1977 income of the person who died and the income of the surviving spouse for the entire year must be included in a joint return.

If you are filing a joint return, write in the signature area "Filing as surviving spouse." Show the date of death in the name and address space.

For more information, you should get **Publication 559, Federal Tax Guide for Survivors, Executors, and Administrators**.

Rounding Off to Whole Dollars.—You may round off cents to the nearest whole dollar on your return and schedules, provided you do so for all entries on your return unless instructions for a particular form or line specify otherwise. You can drop amounts under 50 cents—increase amounts from 50 to 99 cents to the next dollar. For example: \$1.39 becomes \$1 and \$2.69 becomes \$3.

Recordkeeping.—You must keep your records as long as their contents may be

needed in the administration of any Internal Revenue law. Records that support an item of income, deduction, or credit appearing on your return should be kept until the statute of limitations expires for that return. Usually this is 3 years from the date the return was due or filed, or 2 years from the date the tax was paid, whichever occurs later. Some records must be kept indefinitely. Records of transactions relating to the basis of property (including your personal residence) should be kept as long as they are needed in determining the basis of the original or replacement property. You should also keep copies of your filed tax returns as part of your records. Please get **Publication 552, Recordkeeping Requirements and A Guide to Tax Publications**, for further details.

IRS will figure your tax if your income on line 31 is \$20,000 or less (\$40,000 or less if you are married filing a joint return or a qualifying widow(er)). All of your income must be from wages, salaries, tips, dividends, interest, pensions and annuities. You cannot itemize deductions or use Schedule G, Income Averaging, or Form 2555, Exemption of Income Earned Abroad.

All you do is:

1. Fill in your return through line 31. Be sure to complete all the information in the name and address area and check the appropriate Yes or No box(es) for the Presidential Election Campaign Fund question.

2. Fill in lines 38 through 45 and 48 through 53 if they apply. Also fill in 55 and 56, and 59 through 61a, as necessary. Be sure to attach any applicable forms and schedules.

3. On a joint return, show your and your spouse's income separately in the space between lines 7 and 8 so IRS can figure your tax in the way that will give you the smallest tax.

4. Sign and date your return. Both you and your spouse must sign a joint return, even if only one had income.

5. File on or before April 17, 1978.

We will then figure your tax and send you a refund check if you paid too much or bill you if you did not pay enough.

Note: If you are eligible to claim the earned income credit (see page 2), we will figure the credit for you if you write EIC on line 57. Also write the first name of your child who qualifies you for the credit in the space provided on line 57. If you have a credit for the elderly, we will figure that also. Just attach **Schedules R & RP** after you have checked the applicable box for filing status and age and filled in line 2(a) of Schedule R, or lines 1, 2, and 5 of Schedule RP, whichever schedule is applicable. Then write CFE on line 39 of Form 1040.

When to File

You should file as soon as you can after January 1, but not later than April 17, 1978. Late filing may subject you to penalties and interest. See instructions for Penalties and Interest on page 13.

Amended Return

Use Form 1040X to correct any error in a previously filed income tax return.

Where to File

Please use the addressed envelope that came with your return, or use the address for your State. Mail your return to the Internal Revenue Service Center for the place where you live.

Alabama—Atlanta, GA 31101
 Alaska—Ogden, UT 84201
 Arizona—Ogden, UT 84201
 Arkansas—Austin, TX 73301
 California—Fresno, CA 93888
 Colorado—Ogden, UT 84201
 Connecticut—Andover, MA 05501
 Delaware—Philadelphia, PA 19255
 District of Columbia—Philadelphia, PA 19255
 Florida—Atlanta, GA 31101
 Georgia—Atlanta, GA 31101
 Hawaii—Fresno, CA 93888
 Idaho—Ogden, UT 84201
 Illinois—Kansas City, MO 64999
 Indiana—Memphis, TN 37501
 Iowa—Kansas City, MO 64999
 Kansas—Austin, TX 73301
 Kentucky—Memphis, TN 37501
 Louisiana—Austin, TX 73301
 Maine—Andover, MA 05501

Maryland—Philadelphia, PA 19255
 Massachusetts—Andover, MA 05501
 Michigan—Cincinnati, OH 45999
 Minnesota—Ogden, UT 84201
 Mississippi—Atlanta, GA 31101
 Missouri—Kansas City, MO 64999
 Montana—Ogden, UT 84201
 Nebraska—Ogden, UT 84201
 Nevada—Ogden, UT 84201
 New Hampshire—Andover, MA 05501
 New Jersey—Holtsville, NY 00501
 New Mexico—Austin, TX 73301
 New York
 New York City and Counties of Nassau, Rockland, Suffolk and Westchester—Holtsville, NY 00501
 All Other Counties—Andover, MA 05501
 North Carolina—Memphis, TN 37501
 North Dakota—Ogden, UT 84201
 Ohio—Cincinnati, OH 45999
 Oklahoma—Austin, TX 73301
 Oregon—Ogden, UT 84201
 Pennsylvania—Philadelphia, PA 19255
 Rhode Island—Andover, MA 05501
 South Carolina—Atlanta, GA 31101
 South Dakota—Ogden, UT 84201
 Tennessee—Memphis, TN 37501

Texas—Austin, TX 73301
 Utah—Ogden, UT 84201
 Vermont—Andover, MA 05501
 Virginia—Memphis, TN 37501
 Washington—Ogden, UT 84201
 West Virginia—Memphis, TN 37501
 Wisconsin—Kansas City, MO 64999
 Wyoming—Ogden, UT 84201

If you are located in Use this address

If you are located in	Use this address
Panama Canal Zone, American Samoa	Philadelphia, PA 19255
Guam	Commissioner of Revenue and Taxation Agana, GU 96910
Puerto Rico (or if excluding income under section 933)	Philadelphia, PA 19255
Virgin Islands: Non-permanent residents	
Virgin Islands: Permanent residents	Department of Finance, Tax Division, Charlotte Amalie St. Thomas, VI 00801
Foreign country and have an A.P.O. or F.P.O. address	Center for your permanent home State
Foreign country: U.S. citizen and those excluding income under section 911 or 931	Philadelphia, PA 19255

Guide for Preparing a Return

You may find it helpful in completing your Form 1040 to follow these steps.

Step 1.—Gather up your income records including all Forms W-2, W-2G, W-2P, and 1099. If your employer does not give you a Form W-2 by January 31, or if the one you have is not correct, you should contact your employer as soon as possible. Only your employer can issue your W-2 or correct it. If you are unable to get Form W-2 from your employer by February 15, contact an IRS office.

Step 2.—If you are going to claim any credits or itemize your deductions, collect all necessary information and expense records, such as medical and dental bills, real estate taxes, State income tax, home mortgage interest, charitable contributions, and child care expenses. To make sure you do not forget any items, look on pages 12 through 17 of these instructions for the credits and expenses you can deduct. Put these records aside until later.

Step 3.—Get any forms or schedules you need but did not receive by mail. The order blank on the next to last page will help you decide which ones you will need.

Step 4.—Name, Address, and Social Security Number. Always use the mailing label on the forms we sent you. Please correct your name and address on the label if necessary. Also show your apartment number if you have one. If you did not receive forms with a label, you should print or type your name and address. If a husband and wife file a joint return and use different last names, please separate the last names with an "and." For example: "Brown and Smith."

If your social security number is wrong on the label or if you did not receive a

label, show your correct number on your return. If you are married, give numbers for both you and your spouse whether you file jointly or separately.

If you do not have a social security number, please get an application Form SS-5 from a Social Security Administration office, post office, or from IRS. You should file it with the local office of the Social Security Administration. Do this early enough to make sure you receive a number before April 17. If you do not receive a number by April 17, file your return without it and write "Applied for" in the space for social security number.

Be sure to show occupations in spaces in upper right corner just below social security blocks.

Step 5.—Check appropriate Yes or No box for the Presidential Election Campaign Fund. Checking Yes will not increase your tax or reduce your refund.

Step 6.—Your Filing Status—Which Box to Check. Check only one box (boxes 1 through 5). Your tax rate depends on the box you check. So before you decide, please see instructions for **Your Filing Status** on page 6.

Step 7.—Your Exemptions. Fill in lines 6a through 7. Please see the instructions for **Your Exemptions** on page 7.

Step 8.—Fill in the schedules and forms mentioned for lines 9 through 30 if you need to. Enter the totals from your schedules on the correct lines on Form 1040. If you file Schedule B, be sure to answer the questions in Part III.

If you need more space on forms or schedules, you should attach separate

sheets and use the same arrangement as the printed forms, but show your totals on the printed forms. Be sure to put your name and social security number on these separate sheets.

Fill in the rest of the lines on page 1 of the Form.

Step 9.—Fill in line 32 and decide whether you should itemize your deductions. The instructions **Should You Itemize Your Deductions?** on page 11 will help you decide. Also see the instructions on page 11 for **Who Must Itemize Deductions.**

Step 10.—If you do not itemize deductions, enter zero on line 33. A new zero bracket amount replaces the standard deduction used in the past. This amount has been built into the tax tables and the tax rate schedules, eliminating the need for a separate computation for most taxpayers. Enter the amount from line 32 on line 34. Skip step 11.

Step 11.—If you itemize deductions, fill in Schedule A (Form 1040) and enter your Excess Itemized Deductions (Schedule A, line 41) on Form 1040, line 33 (or, if necessary, follow the instructions on page 11 under **Who Must Itemize Deductions**). Subtract line 33 from line 32 and enter the result on line 34. Although your itemized deductions are reduced by the zero bracket amount on Schedule A, line 40, you will receive the full benefit of your deductions because the zero bracket amount has been built into the tax tables and tax rate schedules for you. Using this approach enables most taxpayers to use the simplified tax tables to find their tax.

Step 12.—If line 34 is \$20,000 or less (\$40,000 or less if you are married filing a joint return or a qualifying widow(er)), you can usually find your tax in the tax tables. The new zero bracket amount, your deduc-

tion for personal exemptions, AND the general tax credit are already figured for you in the tax tables. You should enter the tax on line 35 and check the box for Tax Tables. Skip step 13.

Step 13.—If line 34 is more than \$20,000 (more than \$40,000 if you are married filing a joint return or a qualifying widow(er)), or you have more exemptions than those covered in the Tax Tables for your filing status, use Schedule TC (Form 1040) Part I, to figure your tax. You must also use Schedule TC, Part I if you file Schedule G (Form 1040), Income Averaging. Enter the tax from Schedule TC, Part I, line 11 on Form 1040, line 35 and check the box for Schedule TC.

Step 14.—Fill in lines 36 through 61a if you have credits, other taxes, or payments to report. Be sure to complete the forms or schedules requested.

Step 15.—If you overpaid your taxes, show the amount on line 63. On line 64 or 65, show whether you want some or all of the money refunded or credited to 1978 estimated tax. If line 63 is under \$1, we will send you a refund only on written request. If the refund IRS owes you is large, see your payroll office about filing a new Form W-4 to reduce the amount of tax to be withheld from your wages.

Step 16.—If you owe tax, show the amount on line 66. Attach check or money order for full amount when you file. Make it out to "Internal Revenue Service" and be sure to write your social security number on it. If line 66 is under \$1, you do not have to pay. If your payment due IRS is large, see your payroll office about filing a new Form W-4 to increase the amount of tax to be withheld from your wages.

Step 17.—Recheck Your Return. Go over all items and make sure they are right. Also check your arithmetic.

Step 18.—Sign and Date Your Return and Make Sure the Preparer (if any) Also Signs. It is not considered a return unless you sign it. Both you and your spouse must sign a joint return. If someone prepares your return free, that person does not have to sign your return.

An individual who prepares your return for pay must manually sign the return as preparer. Signature stamps or labels are not acceptable.

If more than one person prepares the return, the individual preparer with the primary responsibility for the overall accuracy of the return must sign as preparer. The preparer required to sign the return shall also enter his or her social security number to the right of that signature. If the preparer is self-employed, he or she must write "SE" to the right of the preparer's social security number.

If the individual is paid by another to prepare (or is a partner in a partnership preparing) your return, the payer's (or partnership's) name and identification number must be entered below the preparer signature line. (Special rules apply to identification numbers for foreign tax return preparers. Such preparers should see sections 1.6109-2(a) and 301.7701-15(a)(5) of the regulations.)

The return must also show, below the preparer's signature, the address of the preparer's place of business where the return was completed. However, if this place of business is not maintained on a year-round basis, the return should show the address of the preparer's principal business location which is maintained on a year-round basis, or, if none, the preparer's residence.

The preparer must give you a copy of your return in addition to the copy filed with IRS. Employers, partnerships, and self-employed preparers must file Form

5717, Annual List of Income Tax Return Preparers.

Note: A \$25 penalty may be charged a paid preparer who does not give you a copy of your return in addition to the copy filed with IRS. A penalty may also be charged a preparer required to sign who does not show an original signature or a photocopy of the original signature in the space provided. A penalty may be charged a self-employed preparer who does not show his or her identifying number in the space provided.

If the individual is paid by another to prepare (or is a partner in a partnership preparing) your return, the payer or partnership may be charged a penalty if the return does not show the individual's social security number and the payer's (or partnership's) employer identification number.

If your return is prepared by your regular, full-time employee, such as a clerk, secretary or bookkeeper, or by your partner, that person is not subject to the above rules.

Step 19.—Attachments. Attach copy B of Forms W-2, W-2G, and W-2P to the front of Form 1040. Attach schedules in alphabetical order and forms other than W-2, W-2G, or W-2P in numerical order to the back of Form 1040. If you owe tax, be sure to attach your payment to the front of Form 1040.

Note: If you move after filing your return and you are expecting a refund, you should notify both the post office serving your old address and the service center where you filed your return of your address change. This will help to forward your check to your new address as soon as possible. Please be sure to include your social security number in any correspondence with the IRS.

Instructions for Page 1 of Form 1040

Presidential Election Campaign Fund

You may have \$1 go to this fund by checking the Yes box. On a joint return, the election is available for both spouses. Both of you may elect to have \$1 go to this fund. Both may elect not to have \$1 go to this fund. One may elect to have \$1 go to this fund and the other may choose not to.

Checking Yes will not increase your tax or reduce your refund.

You may not claim this amount as a credit for contributions for candidates for public office on line 38.

Note: If you check a Yes box, you may not change that designation after you file a return. However, if you check a No box but after you file your return you wish to designate \$1, you may change your designation to Yes by filing an amended return on or before December 31, 1979. You should use Form 1040X, Amended U.S. Individual Income Tax Return.

Your Filing Status—Which Box to Check

Decide How You Should File From the Explanations Below

Were You Married or Single?—If you were married on December 31, consider yourself married for the whole year. If you were single, divorced, or legally separated on December 31, consider yourself single for the whole year. If you meet the tests for **Were You Married and Living Apart From Your Spouse?** on page 7, you may consider yourself single for the whole year.

If your spouse died during 1977, consider yourself married to your spouse for the whole year, unless you remarried before the end of your taxable year.

Married Persons.—Should you file joint or separate returns?

Joint Return.—In most cases, married couples will pay less tax if they file jointly.

You and your spouse can file a joint return even if you did not live together for the

full year. Both you and your spouse are responsible for any tax due on a joint return, so if one of you does not pay, the other may have to.

Special Election for Aliens.—You may elect to file a joint return with your spouse if, at the time of the election, you were a nonresident alien individual married to a citizen or resident of the United States, and you and your spouse agree to be taxed on your combined worldwide income.

If one spouse was a nonresident alien at the beginning of the taxable year and a resident of the United States on the last day of the taxable year and the other spouse was a citizen or resident of the United States at the close of the taxable year, you may elect to file a joint return if you both agree to be taxed on your combined worldwide income.

For more details, please get Publication 519, United States Tax Guide for Aliens.

Things to Remember on a Joint Return.—You must report all income, exemptions, deductions, and credits for you and your spouse. Both of you must sign the return.

Separate Returns.—You can file separately if both you and your spouse had income or if only one of you had income. Both you and your spouse must figure your tax the same way. This means if one itemizes deductions, the other must itemize. You each report only your own income, exemptions, deductions, and credits, and you are responsible only for the tax due on your own return.

Community Property States.—If you and your spouse live in a community property State, you must follow State law to determine what is community income and what is separate income. Generally, expenses are community expenses or separate expenses according to the type of income from which the expenses arose. If you and your spouse live in a community property State and both itemize deductions, expenses paid from joint funds can be divided equally. For more details please get **Publication 555, Community Property and the Federal Income Tax.**

Tax Savings.—Before you file a separate return, see if you can reduce your tax by meeting the tests described below in **Were You Married and Living Apart From Your Spouse?** If so, you should check box 1 for Single or, if you qualify, box 4 for Unmarried Head of Household.

Things to Remember on a Separate Return.—Check box 3, Married filing separately. If both you and your spouse file separate returns, write your spouse's full name in the space provided after box 3 and enter your spouse's social security number in the designated space.

If your spouse does not file, check the applicable boxes on line 6b if you can claim the exemptions for your spouse. Please see instructions for **Your Exemptions.** Only the spouse who had income should sign the return.

Were You Married and Living Apart From Your Spouse?—Certain married persons can file as Single or as Unmarried Head of Household and take advantage of lower tax rates. In addition to other benefits, this means that you may be eligible to claim the earned income credit. It also means that if your spouse itemizes deductions, you do not have to. Both you and your spouse can file this way if both meet the tests.

You can file as a single person, and check box 1 for Single, if you meet all of the following tests:

- (1) You file a separate return.
- (2) You paid more than half the cost to keep up your home for 1977.
- (3) Your spouse did not live with you at any time during 1977.
- (4) For over six months of 1977, your home was the main home of your child or stepchild whom you can claim as a dependent.

If you meet tests (1) through (4) above you may be eligible to check box 4 for Unmarried Head of Household. Please see the following instructions.

Were You an Unmarried Head of Household?—There are special tax rates for a person who can meet the tests for the Unmarried Head of Household filing status. These rates are more beneficial

than the rates for Single and Married Filing Separately.

You may use this filing status **ONLY IF** on December 31, 1977, you were unmarried (including certain married persons living apart) or legally separated and met one of the following tests:

(1) You paid more than half the cost of keeping up a home which was the main home of your father or mother whom you can claim as a dependent (you did not have to live with that parent).

(2) You paid more than half the cost of keeping up your home which, except for temporary absences for vacation, school, etc., was lived in all year by one of the following:

(a) Your unmarried child, grandchild, foster child or stepchild. This person did not have to be your dependent.

(b) Any other person listed in (5)(a) under **Lines 6c and 6d—Children and Other Dependents** on page 8, whom you can claim as a dependent provided he or she is not your dependent under a multiple support agreement (this is where two or more taxpayers supported the relative and no one gave more than half the support).

Note: If you are claiming the filing status of **Unmarried Head of Household** please enter the person's name who qualifies you for this status in the space provided after box 4. If more than one person qualifies you for this status, you need enter only one person's name.

If you were married to a nonresident alien, you may qualify for the Unmarried Head of Household filing status under certain circumstances. Consult an IRS office for further information.

Were You a Qualifying Widow or Widower With a Dependent Child?—If so, you may still be able to use joint return tax rates for 1977 and use Tax Table B or Tax Rate Schedule Y.

If your spouse died during 1976 or 1975 and you did not remarry before the end of 1977, you can file a return for 1977 showing only your own income, exemptions, deductions, and credits, and figure your tax at joint return rates if you meet all of the following tests:

(1) You could have filed a joint return with your spouse for the year your spouse died. Whether you actually filed jointly does not matter.

(2) You had living with you (except for temporary absences for vacation and school) a child or stepchild you can claim as a dependent.

(3) You paid over half the cost of keeping up the home for this child for the entire year.

Check box 5, **Qualifying widow(er) with dependent child**, and give year of your spouse's death in the parentheses. Do not claim an exemption for your spouse. You can claim the exemption only for the year your spouse died.

If your spouse died in 1977 and you did not remarry, read **Were You Married or Single?** on page 6. If your spouse died before 1975, read **Were You an Unmarried Head of Household?** Otherwise you must file as Single.

Your Exemptions

Line 6a—For Yourself.—You can always take one exemption for yourself. Take two exemptions if you were blind, or 65 or older. Take three exemptions if you were both blind and 65 or older. Be sure to check all the boxes on line 6a for the exemptions you can take for yourself.

You can take the extra exemptions for age 65 or over and blindness only for yourself and your spouse. You cannot take them for dependents.

Age and blindness are determined as of December 31. However, if your 65th birthday was on January 1, 1978, you can take the extra exemption for age for 1977.

Proof of Blindness.—If you or your spouse is completely blind, attach a statement to this effect. In cases of partial blindness, you must submit with your return each year a statement from an eye physician or registered optometrist that you: (a) cannot see over 20/200 with glasses or (b) your field of view does not exceed 20 degrees. If, however, this eye condition will never improve beyond the standards in (a) or (b), you may submit a certified opinion to this effect from an examining eye physician. You need to attach this certification only once to your return. In following years you need only attach a statement referring to it.

Line 6b—For Your Spouse.—You can take an exemption for your spouse if you file a joint return. If you file a separate return you can take your spouse's exemptions only if your spouse is not filing a return, had no income and was not the dependent of someone else.

Your spouse's exemptions are like your own—one, if your spouse was neither blind nor 65 or older—two, if blind or 65 or older—three, if both blind and 65 or older. Be sure to check all the boxes on line 6b for the exemptions you can take for your spouse.

If at the end of 1977, you were legally divorced or separated, you cannot take an exemption for your former spouse. If you were separated by a divorce that is not final (interlocutory decree), you may still take an exemption for your spouse if you file a joint return.

If your spouse died during 1977 and you did not remarry before the end of your taxable year, check the boxes for the exemptions you could have taken for your spouse on the date of death.

Nonresident Alien Spouse.—If you did not elect to file a joint return, you may claim your spouse's exemptions only if your spouse had no income from United States sources and is not the dependent of another taxpayer. Use line 6b to claim exemptions for a nonresident alien spouse. When claiming your spouse's exemption on line 6b, please write "NRA" above the word Spouse on line 6b.

Lines 6c and 6d—Children and Other Dependents.—Please enter on line 6c the first names of your dependent children who lived with you. Fill in the total number in the box to the right of the arrow.

Please enter on line 6d the full names and other information for your other dependents. Fill in the total number in the box to the right of the arrow.

Each person you claim as a dependent has to meet all of the following tests:

(1) **Income.**—Received less than \$750 income. (This test does not have to be met if your child was under 19 or a full-time student at least 5 months of the year. Please see instructions for Student Dependent on this page.)

(2) **Support.**—Received over half of his or her support from you or is treated as receiving over half of his or her support from you under rules for **Children of Divorced or Separated Parents or Dependent Supported by Two or More Taxpayers** on this page. If you file a joint return, the support can be from either spouse.

Support includes food, a place to live, clothes, medical and dental care, and cost of education. In figuring support, use the actual cost of these things. However, the cost of a place to live is figured at fair rental value.

After December 31, 1977, capital items such as an automobile or furniture, must be included in determining total support, but only if these things are actually given to, or purchased by, the dependent for the dependent's use or benefit. Before January 1, 1978, capital items may be included in determining total support if it is to your benefit to do so. Support does not include the cost of a capital item such as furniture purchased for the household or for use by persons other than the dependent.

Support does not include things like income and social security taxes, premiums for life insurance, or funeral expenses for a deceased dependent.

In figuring support, you must include money the dependent used for his or her own support, even if this money was not taxable. (For example, include social security benefits, gifts, savings, welfare benefits, etc.) If your child was a student, do not include amounts he or she received as scholarships.

(3) **Married Dependents.**—Did not file a joint return with his or her spouse.

(4) **Citizenship or Residence.**—Was a citizen or resident of the U.S., a resident of Canada or Mexico, or an alien child adopted by and living with a U.S. citizen in a foreign country.

(5) **Relationship.**—Met one of the following tests:

(a) Was related to you (or your spouse if you are filing jointly) in one of the following ways:

Child	Mother-in-law
Stepchild	Father-in-law
Mother	Brother-in-law
Father	Sister-in-law
Grandparent	Son-in-law
Brother	Daughter-in-law
Sister	If related by blood:
Grandchild	Uncle
Stepbrother	Aunt
Stepsister	Nephew
Stepmother	Niece
Stepfather	

(b) Was any other person who lived in your home as a member of your household for the whole year.

The term Child includes:

Your son, daughter, stepson, step-daughter.

A child who lived in your home as a member of your family if placed with you by an authorized placement agency for legal adoption.

A foster child who lived in your home as a member of your family for the whole year.

Student Dependent.—Even if your child had income of \$750 or more, you can claim him or her as a dependent if he or she was a full-time student and met tests (2), (3), and (4) above.

To qualify as a student, your child had to meet one of the following tests:

(1) was enrolled as a full-time student at an educational organization during any 5 months of 1977, or

(2) took a full-time, on-farm training course during any 5 months of 1977. (The course had to be given by an educational organization or a State, county, or local government agency.)

Educational organization means a school that has a regular teaching staff, course of study, and a regularly enrolled body of pupils or students in attendance. It includes elementary schools, junior and senior high schools, colleges, universities, technical and mechanical schools. It also includes a night school in which the student is enrolled for the number of hours or classes that is considered full-time attendance at a similar day school. It does not include on-the-job training courses, correspondence schools, etc.

For more information, please get **Publication 501, Your Exemptions and Exemptions for Dependents.**

Children of Divorced or Separated Parents.—In most cases, the parent who has custody of the child for the greater part of the year can take the exemption. But there are exceptions. Under the new rules for 1977 the parent who does NOT have custody (or who has the child for the shorter time), may take the exemption if:

(1) that parent gave at least \$600 toward the child's support during 1977, and the decree of divorce or separate maintenance (or a written agreement between the parents) states he or she can take the exemption, or

(2) that parent gave \$1,200 or more for each child's support during 1977, and the parent having custody cannot prove that he or she gave more than the other parent gave.

Note: For purposes of determining the amount for child support, a parent who has remarried and has custody may count the support furnished by the new spouse.

Dependent Supported by Two or More Taxpayers.—A special rule applies when two or more taxpayers together paid for more than half of another person's sup-

port, but no one of them alone paid over half and any one of them could claim the person as a dependent except for the support test. In this case, a taxpayer can claim an exemption for the dependent if he or she:

(1) paid for at least 10 percent of the support, and

(2) attaches to his or her return a signed **Form 2120, Multiple Support Declaration**, from each other person who paid at least 10 percent of the support. This form states that the person signing will not claim the person supported on his or her own return.

Birth or Death of Dependent.—You can take an exemption for a dependent who was born or who died during 1977 if he or she met the tests for a dependent while alive. This means that a baby born alive but who lived only a few minutes can be claimed as a dependent.

What Income To Report

Examples of Income You Must Report.—Wages including employer supplemental unemployment benefits, salaries, bonuses, commissions, fees, and tips.

Dividends.

Earned income from sources outside U.S. (See Form 2555.)

Earnings (interest) from savings and loan associations, mutual savings banks, credit unions, etc.

Interest on tax refunds.

Interest on bank deposits, bonds, notes.

Interest on U.S. Savings Bonds.

Interest on arbitrage bonds issued after Oct. 9, 1969, by State and local governments.

Profits from businesses and professions.

Your share of profits from partnerships and small business corporations.

Pensions, annuities, endowments, including lump-sum distributions.

Supplemental annuities under the Railroad Retirement Act (but not regular Railroad Retirement Act benefits).

Profits from the sale or exchange of real estate, securities, or other property.

Sale of personal residence. (Please see Instructions for Schedule D.)

Rents and royalties.

Your share of estate or trust income, including accumulation distribution from trusts.

Alimony, separate maintenance or support payments received from and deductible by your spouse or a former spouse.

Prizes and awards (contests, raffles, etc.).

Refunds of State and local taxes (principal amounts) if they were deducted in a prior year and resulted in tax benefits.

Fees received for jury duty and precinct election board duty.

Fees received as an Executor, Administrator, or Director.

Embezzled or other illegal income.

Examples of Income You Do Not Report.— Disability retirement payments and other benefits paid by the Veterans Administration.

Dividends on veterans' insurance.

Life insurance sums received at a person's death.

Workmen's compensation, insurance, damages, etc. for injury or sickness.

Interest on certain State and municipal bonds.

Federal social security benefits.

Gifts, money or other property you inherited or that was willed to you.

Insurance repayments that were more than the cost of your normal living expenses if you lost the use of your home because of fire or other casualty. Repayments of the amount you spent for normal living expenses must be reported as income.

Employer amounts contributed on behalf of and benefits provided to you as an employee or the spouse or dependent of an employee, under a qualified group legal services plan.

Line 8—Wages, Salaries, Tips, etc.—Show the total of all wages, salaries, fees, commissions, tips, bonuses, and other amounts your employers paid you before they took out for taxes, insurance, etc.

Include in this total:

(1) The amount shown on Form W-2 in the box Wages, Tips and Other Compensation.

(2) Tips you did not report to your employer. (Show any social security tax due on these tips on line 51—instructions for this are on page 13.)

(3) Wages you received but do not have a Form W-2 for.

(4) Certain disability retirement income if you are under age 65. (See Instructions for Schedule E under **Disability Pension and Annuity Payments.**)

(5) Fair market value of meals and living quarters if given by your employer as a matter of your choice and not for your employer's convenience. (If your employer provided meals where you worked for your employer's convenience, do not report their value.) Do not report the value of living quarters if you had to accept them as a condition of employment.

(6) Strike and lockout benefits paid by a union from union dues, including cash and the fair market value of goods received, unless the facts clearly show that such benefits were intended as a gift.

Note: You must report on line 8 all wages, etc., your employer paid for your personal services, even if the income was irrevocably assigned to a trust, another person, a corporation, or tax exempt organization.

Please get **Publication 525, Taxable Income and Nontaxable Income**, for more information on reporting income received in the form of goods, property, meals, stock options, etc.

If your employer paid you more than you spent for business expenses, please see the instructions on page 10 for **Reporting Deductions and Excess Payments.**

Line 9—Interest Income.—For an explanation of interest income, you should see page 17. Enter on line 9 the total interest received. If you received over \$400, you must also fill in Schedule B and list names of all payers and amounts received.

Line 10a—Dividends.—For an explanation of dividend income, see instructions for Schedule B on page 17. Enter on line 10a the total dividends received (this is gross dividends less capital gain distributions and any nontaxable distributions). If you received over \$400, you must also fill in Schedule B and list names of all payers and amount received.

Note: If you received capital gain distributions and do not need Schedule D to report any other gains or losses or to figure the alternative tax, do not fill in that schedule. Instead show 50 percent of your capital gain distributions on Form 1040, line 15.

Line 10b—Exclusion.—You may exclude up to \$100 of dividends received from qualifying domestic corporations.

If you are married filing a joint return, you and your spouse may be able to exclude up to \$200 of dividend income. Thus, if both you and your spouse had dividend income from jointly or separately owned stock, you may each exclude up to \$100 of dividend income. However, neither of you can use any part of the \$100 exclusion not used by the other in the case of stock owned separately.

For example, if you had \$300 in dividends and your spouse had \$20, only \$120 may be excluded. If all of the stock on which the \$320 of dividends received had been held jointly, then you and your spouse could exclude \$200 (\$100 each).

Taxable dividends from the following corporations do not qualify for the dividends exclusion:

(a) Foreign corporations, including amounts from controlled foreign corporations.

(b) So-called exempt organizations (charitable, fraternal, etc.) and exempt farmers' cooperative organizations.

(c) Regulated investment companies, unless the companies have told you how much of the dividends qualify for the exclusion.

(d) Real estate investment trusts.

(e) Electing small business corporations to the extent the amounts are distributions out of current earnings and profits. However, for this purpose, current earnings and profits are limited to taxable income for the year.

Note: Earnings from savings and loan or building and loan associations are often called dividends, but they are really interest and should be shown on line 9.

Line 11—State and Local Income Tax Refunds.—Show the amount of State and local income tax refunds that you received

or were credited to you in 1977 if you claimed the tax as an itemized deduction in a prior year. You need only report that part of the refund that resulted in a Federal income tax savings in the year deducted.

Do not use the refund to reduce your deduction for State and local income tax for 1977. If you did not itemize your deductions in the year the tax was paid, do not include the refund in income.

Line 12 — Alimony Received. —Show amounts you received as alimony or separate maintenance. For more information, please get **Publication 504, Tax Information for Divorced or Separated Individuals.**

Line 15—50 percent of Capital Gain Distributions.—If you do not need Schedule D to report any other gains or losses or to figure the alternative tax, do not fill in that schedule. Instead, you should show 50 percent of your capital gain distributions on line 15.

Line 17—Fully Taxable Pensions and Annuities.—You should use this line to report: (1) Pensions and annuities if you paid no part of their cost. (2) Military retirement pay from Form W-2P. (3) Amounts received as annuity under the special rule if you recovered your entire cost before January 1, 1977. Please see Instructions for Schedule E for more information on pensions and annuities.

Line 20—Other.—You should use this line to report and tell the source of any income you cannot find a place for on your return or other schedules. Include prizes, awards, and amounts you recovered for bad debts, medical expenses or other items that reduced your tax in a prior year.

You must also report gross lottery and gambling winnings as income on line 20. Lottery and gambling losses can only be taken as an itemized deduction on Schedule A. However, such losses are limited to the amount of winnings reported.

Generally, self-employment income must be reported on Schedule C (Form 1040) or Schedule F (Form 1040). However, if you received self-employment income such as directors' fees and you did not incur any expenses related to this income, you may enter the total amounts received here and on Schedule SE (Form 1040), line 5e.

Net Operating Loss.—If you lost money in a trade or business in 1977, you can subtract the loss from your 1977 income. (The loss can also be from a personal casualty or theft loss or from selling or disposing of real or depreciable property used in your trade or business.)

If your losses were more than your income, the difference may result in a net operating loss. Generally, you can use a net operating loss to reduce your income for the three years before 1977 and the seven years after, or you may elect to use it to reduce your income for the seven following years without carrying the loss to the three prior years. If you carry back the

loss and are due a refund from the carry-back, you may use Form 1045 to get a quick refund. But if you elect to carry the loss forward instead, you must attach a statement to this effect on a timely filed return (including extensions). If you make such an election, it cannot be changed later.

If you had a loss in a prior year to carry forward to 1977, you should enter it as a minus figure on line 20. Attach a separate sheet showing how you figured the amount.

For more information, please get **Publication 535**, Tax Information on Business Expenses and Operating Losses.

Adjustments to Income

Line 22—Moving Expense.—Employees, including new employees, and self-employed persons, including partners, can deduct certain moving expenses. The move had to be in connection with your job or business. The expenses you can deduct include the cost of moving your family, furniture and other household goods, and personal belongings. You can also deduct meals and lodging while traveling to your new home.

Up to a certain amount, you can also deduct for: (1) Travel, meals, and lodging for househunting trips you made after getting the job and before you moved. (2) Meals and lodging while in temporary quarters in the general area of your new place of work, for up to 30 days after you got the job. (3) Expenses for selling, buying, or leasing your new or old home.

The mileage test has been decreased from 50 miles to 35 miles, and the dollar limits for the amount you can deduct have been increased.

If you find you can deduct moving expenses, you should attach Form 3903. Also, include on Form 1040, line 8, all amounts you were paid or repaid for moving expenses. Then show your allowable expenses on line 22. (If you were employed, amounts paid or repaid should be included on Form 4782 and in total wages, tips and other compensation on the Form W-2 your employer gave you.)

For more information, including special rules for military personnel, get **Publication 521**, Tax Information on Moving Expenses.

Line 23—Employee Business Expenses.—You can deduct the following expenses that were not paid by your employer.

(1) **Travel and Transportation.**—You can deduct bus, taxi, plane, train fares and the cost of using your car in your work.

If you use your own car for business reasons, you can deduct what it cost you for business use. Instead of figuring your actual expenses such as gas, oil, repairs, license tags, insurance, and depreciation, you may prefer to take a fixed mileage rate.

Effective January 1, 1977, this is figured at 17 cents a mile for the first 15,000 miles and 10 cents for each mile over 15,000. Add to this amount your parking fees and tolls.

For automobiles that have been or are considered fully depreciated, the standard mileage rate is 10 cents a mile for all business mileage.

You can change methods of figuring your cost from year to year. But you cannot change to the fixed mileage rate if you claimed depreciation and did not use the straight line method, or if you claimed additional first-year depreciation.

(2) **Meals and Lodging.**—You can deduct these if you were temporarily away on business from the general area of your main place of work. You cannot deduct the cost of meals on daily trips where you did not need to sleep or rest.

(3) **Outside Salesperson.**—In addition to the above, an outside salesperson can generally deduct other expenses necessary in sales work. Examples are selling expenses, stationery, and postage. An outside salesperson is one who does all selling away from the employer's place of business. If your main duties are service and delivery, such as a milk driver-salesperson, you are not considered an outside salesperson.

If you claim a deduction for business expenses, you should attach **Form 2106**. Show the total of all amounts received from or charged to your employer and the nature of your occupation. Also show the amount of your business expenses broken down into broad subjects.

Even if you do not claim a deduction for your business expenses, you must attach the above information to your return unless you were required to, and did make a satisfactory accounting to your employer.

You are considered to have made a satisfactory accounting if:

(a) You received either a daily allowance of no more than \$44, instead of actual living expenses, or the maximum per diem rate authorized to be paid by the Federal Government in the locality in which the travel is performed, or a mileage allowance of no more than 17 cents a mile. However, an employer may grant a separate additional allowance for parking fees and tolls attributable to the traveling and transportation expenses.

(b) Your expenses were necessary to carry out your employer's trade or business, and you gave your employer proof of the time, place, and business reason for the travel.

Deductions for Attending Foreign Conventions.—Generally, you can deduct expenses paid or incurred in attending no more than two foreign conventions during the taxable year. In addition, there are special limitations on the transportation, meals, and lodging expenses that can be deducted for attending the foreign conventions.

Other Business Expenses.—If you itemize deductions on Schedule A, you can also deduct other business expenses under the heading Miscellaneous Deductions. Examples of these expenses are dues to unions and professional organizations and the cost of tools, materials, etc., that your employer did not pay for.

Limitations apply to deductions relating to the use of your home for business purposes. Under these rules, you must use a part of your home as an office exclusively on a regular basis in connection with your employer's trade or business and for the

convenience of your employer to be able to deduct the expenses for that portion.

If you paid part of an expense and your employer paid part, you can deduct the amount you paid. If your employer paid you more than you spent, you must report the difference as income.

Reporting Deductions and Excess Payments.—You should report expenses and payments as follows:

(1) If your employer paid you more than you spent, report the difference as income on Form 1040, line 20.

(2) If you spent more than your employer paid you for travel and transportation, meals and lodging, and outside salesperson expenses, you can deduct the difference on Form 1040, line 23. If you itemize deductions and had other business expenses your employer did not pay for, you can deduct them under Miscellaneous Deductions on Schedule A (Form 1040), line 31.

(3) If your expenses equaled the payments you received (or were more than the payments but you do not want to claim a deduction for the difference), please write on the bottom margin of Form 1040, page 1, "Employer payments were not more than my business expenses."

Note: If your Form W-2 includes amounts your employer paid you for business expenses, attach Form 2106. Include your total expenses on line 23.

For more information, please get **Publication 463**, Travel, Entertainment, and Gift Expenses.

Line 24—Payments to an Individual Retirement Arrangement.—Enter the allowable deduction as shown on Form 5329, Part III. Married persons, both of whom have an individual retirement arrangement, and who file a joint return, should attach a Form 5329 for each spouse and enter the combined deductions on line 24.

A non-working spouse must file a Form 5329 for the year in which an individual retirement account or annuity is established for him or her and for each following year that the individual retirement account or annuity remains in existence.

If you have an individual retirement account or annuity, you must attach Form 5329 whether or not there was a contribution or withdrawal in the year.

Caution: If you fail to file Form 5329 by the due date, without reasonable cause, you will be subject to a penalty of \$10 a day, for each day it is not filed. The penalty cannot exceed \$5,000.

Line 25—Payments to a Keogh (H.R. 10) Retirement Plan.—Enter the allowable deduction for contributions to your Keogh (H.R. 10) plan.

Sole proprietors who have Keogh (H.R. 10) plans should file Form 5500-K or Form 5500 for such plans. Do not attach to your Form 1040.

Partners are not required to file returns for Keogh plans in which they participate. However, partnerships are required to file Form 5500, Form 5500-C, or 5500-K to report on Keogh plans.

You should complete a Form 5500-K for each plan with fewer than 100 participants and with at least one owner-employee. For each plan with fewer than 100 participants and no owner-employee, you should complete Form 5500-C, and for each plan with 100 or more participants, complete Form 5500. All of these forms should be filed as separate returns on or before the last day of the 7th month following the close of the plan year.

Caution: The law imposes penalties for failure to furnish complete information and failure to file required statements and returns.

Line 26—Forfeited Interest Penalty for Premature Withdrawal.—You can deduct a forfeited interest penalty for premature withdrawal from a time savings account on this line. Enter the amount of forfeiture shown on your Form 1099-INT on this line. **Note:** Be sure to include the gross amount of 1977 interest income on line 9.

Line 27—Alimony Paid.—You can deduct periodic payments of alimony or separate maintenance made under a court decree. You can also deduct payments made under a written separation agreement entered

into after August 16, 1954, or a decree for support entered into after March 1, 1954. The person who receives these payments must report them as income. Do not deduct lump sum cash or property settlements, voluntary payments not made under a court order or a written separation agreement, or amounts specified as child support. For more information, you should get **Publication 504, Tax Information for Divorced or Separated Individuals.**

Line 30—Disability Income Exclusion (Sick Pay).—Before 1977, an employee was able to take a sick pay exclusion when the employee was absent from work because of sickness or injury. For 1977, the disability income exclusion applies only if you are under age 65 at the end of the taxable year, had not reached mandatory retirement age at the beginning of your taxable year, and were permanently and totally disabled when you retired (or were permanently and totally disabled on January 1, 1976, or January 1, 1977, if you retired before the later date on disability or under circumstances which entitled you to retire on disability). If you qualify, you may be able to exclude up to \$100 a week of

your pension or annuity, or you may elect not to exclude your disability income and treat it as a pension or annuity. Once made, this election cannot be changed.

You must reduce the disability income exclusion by the excess of your adjusted gross income before the exclusion (line 29) over \$15,000. On a return where only one taxpayer is entitled to the maximum disability income exclusion, the exclusion would be phased out entirely if the amount on Form 1040, line 29, is \$20,200 or more. On a joint return where both spouses are entitled to the maximum disability income exclusion, the exclusion would be phased out entirely if the amount on Form 1040, line 29, is \$25,400 or more.

Enter the amount of your disability income exclusion on Form 1040, line 30 and attach Form 2440. You must also attach a physician's certification to your return.

For the physician's certification form and information on how to figure your exclusion or to make the election not to claim your exclusion, please get **Form 2440 and Publication 522, Tax Information on Disability Payments.**

Instructions for Page 2 of Form 1040

Tax Computation

Should You Itemize Your Deductions?

You must decide whether you should itemize your deductions for charitable contributions, medical expenses, interest, taxes, etc. It will generally be helpful to follow these guidelines to help you determine whether you should itemize.

If you are:

- Married filing jointly or a Qualifying widow(er) with dependent child, you should itemize if your itemized deductions are more than \$3,200.
- Married filing separately, you should itemize if your itemized deductions are more than \$1,600.
- Single or an Unmarried head of household, you should itemize if your itemized deductions are more than \$2,200.

CAUTION: Certain taxpayers are required to itemize deductions even though their itemized deductions are less than the amount shown above for their filing status. See **Who MUST Itemize Deductions**, below.

If it is to your benefit to itemize your deductions you should fill in Schedule A (Form 1040) and enter your excess itemized deductions from Schedule A, line 41 on Form 1040, line 33. Subtract line 33 from line 32 and enter the balance on line 34. This is your Tax Table Income.

If you do not itemize your deductions, enter zero on Form 1040, line 33, and enter the amount from line 32 on line 34. This is your Tax Table Income.

Who MUST Itemize Deductions

You must itemize your deductions on Schedule A (Form 1040) if:

- (a) You are married filing a separate return and your spouse itemizes deductions (unless your spouse falls into category (b) below, and substitutes earned income for

itemized deductions in making the computation on Schedule TC, Part II),

(b) You can be claimed as a dependent on your parent's return and you have \$750 or more of unearned income and less than \$2,200 of earned income if you are single (less than \$1,600 of earned income if you are married filing a separate return),

Earned income means wages, salaries, professional fees, etc., for personal services rendered. It does not include compensation for your services that was a distribution of earnings and profits other than a reasonable allowance for your work for a corporation. If you were engaged in a business in which both personal services and capital were material income-producing factors, consider as earned income for personal services rendered, an amount not in excess of 30% of your share of net profits of the business.

(c) You elect to exclude income from sources in United States Possessions (please see Form 4563 for details), or

(d) You are a dual-status alien (please see instructions for Dual-Status Tax Year on page 4).

If any of the above applies and your itemized deductions on Schedule A, line 39, are less than the amount on Schedule A, line 40, you must complete Part II of Schedule TC, Tax Computation Schedule. Enter the amount from Schedule TC, Part II, line 5, on Form 1040, line 34. Do not make an entry on Form 1040, line 33 and disregard the instruction on line 34. Line 34 is your Tax Table Income. If (b) applies, check the box under line 33 on Form 1040.

Line 35—Tax.—Find your tax on the amount on line 34 in the Tax Tables (or if applicable, figure your tax on Schedule TC, Part I) and enter the tax on line 35. Find your tax in the Tax Tables if:

- The amount on line 34 is \$20,000 or less and you checked Form 1040, Box 1, 3, or 4 (\$40,000 or less and

you checked Form 1040, Box 2 or 5), AND

- You claim fewer than:

{	4 exemptions and checked Form 1040, Box 1 or 3;
	9 exemptions and checked Form 1040, Box 4; or
	10 exemptions and checked Form 1040, Box 2 or 5,

AND

- You do not figure your tax using any method described in **Other Ways to Figure Your Tax** on page 12.

If you cannot use the Tax Tables to find your tax, use Part I of Schedule TC (Form 1040), Tax Computation Schedule.

How to Find Your Tax if You Use the Tax Tables:

To find your tax, you will need to use the appropriate Tax Table. If you checked Form 1040:

- Box 1, use Tax Table A (Single),
- Box 2 or 5, use Tax Table B (Married Filing Jointly and Qualifying Widow(er)s),
- Box 3, use Tax Table C (Married Filing Separately), or
- Box 4, use Tax Table D (Head of Household).

After you have found the correct Tax Table, read down the left income column until you find your income as shown on line 34 of your return. Then read across to the column headed by the total number of exemptions claimed on line 7 of your return. The amount shown at the point where the two lines meet is your tax. Enter this amount on Form 1040, line 35.

The new zero bracket amount, which replaces the standard deduction used in prior years, has already been allowed in figuring the tax shown in the Tax Tables. In addition, you no longer need to deduct \$750 for each exemption or figure the general tax credit because these amounts are also built into the Tax Tables for you.

How to Figure Your Tax if You Cannot Use the Tax Tables:

You must use Schedule TC, Part I to figure your tax if you cannot use the Tax Tables.

The new zero bracket amount, which replaces the standard deduction used in prior years, has already been allowed in determining the tax rates in the Tax Rate Schedules. However, you will still need to deduct \$750 for each exemption and figure your general tax credit.

If you figure your tax on Schedule TC, enter the amount from Schedule TC, Part I, line 11, on Form 1040, line 35.

Other Ways to Figure Your Tax

Schedule G, Income Averaging.—It may be to your advantage to use the averaging method if your income has increased substantially this year. If you use this method, fill in Schedule G. For more information, please get **Publication 506, Computing Your Tax Under the Income Averaging Method.**

Schedule D, Alternative Tax.—It may be to your advantage to use the alternative tax if the net long-term capital gain exceeds the net short-term capital loss, or if there is a net long-term capital gain only. If you use this method, fill in Schedule D.

Form 4726, Maximum Tax on Personal Service Income.—The tax on personal service taxable income is limited to a maximum rate of 50 percent. You should get **Form 4726** for more information if your taxable income, or personal service taxable income was over:

\$40,200 and you are single or an unmarried head of household, or

\$55,200 and you are married filing jointly or are a qualifying widow(er) with dependent child.

If you figure your tax using any of the above methods, you must also use Schedule TC, Part I.

Additional Taxes.—Line 36—Report on line 36, and check the appropriate box(es) for any additional tax from:

Form 4970, Tax on Accumulation Distribution of Trusts,

Form 4972, Special 10-Year Averaging Method,

Form 5544, Multiple Recipient Special 10-Year Averaging Method,

Form 5405, Recapture of Credit for Purchase or Construction of New Principal Residence, or

Section 72(m)(5) Penalty Tax on Premature or Excess Distributions from a Retirement Plan.—If you are or were an owner-employee and received income resulting from a premature or excessive distribution from a Keogh (H.R. 10) plan or trust, you are subject to an additional tax on the distribution. Include any additional tax due on line 36, check the box, and attach a statement showing the computation.

A distribution is premature if received by an owner-employee before reaching the age of 59½ or becoming disabled. If you received amounts in excess of the benefits

provided under the plan formula, the distribution is excessive.

Caution: Only certain credits may be applied against the tax on premature or excess distributions from a Keogh (H.R. 10) Plan.—Only the credit for the elderly, credit for child care expenses, and the credit for contributions to candidates for public office may be applied against this tax. If you apply any credit against this tax, reduce the tax (but not below zero) by the amount of such credit and show the computation and identify the credit(s) on a separate statement.

Credits

Line 38—Credit for Contributions to Candidates for Public Office, etc.—You may claim a tax credit here or an itemized deduction on Schedule A, line 31, but you cannot claim both, for contributions to candidates for public office and political committees and to newsletter funds of candidates and elected public officials. **Publication 585, Voluntary Tax Methods to Help Finance Political Campaigns,** explains whether a deduction or credit is better for you.

If you elect to claim a credit, add up the money you gave to help pay campaign expenses of candidates for public office, political committees and to newsletter funds of candidates and elected public officials. If you are filing a separate return, enter HALF the amount you gave, but not more than \$25. If you are married, filing a joint return, enter HALF the amount you gave, but not more than \$50. Do not enter more than the amount on Form 1040, line 37 reduced by the amount of credits on lines 39, 41, and 42. Make a side calculation before you enter the credit here.

Do not claim this credit for the amount, if any, you checked off to go to the Presidential Election Campaign Fund.

Line 39—Credit for the Elderly.—You may be able to claim this credit and reduce your tax by as much as \$375 (if single), or \$562.50 (if married filing jointly), if you are:

- (1) Age 65 or older, or
- (2) Under age 65 and retired under a public retirement system.

For more information, please see instructions for Schedules R and RP.

Line 40—Credit for Child and Dependent Care Expenses.—Certain payments made for child and dependent care may be claimed as a credit against your tax.

If you maintain a household that included a child under age 15 or a dependent or spouse incapable of self-care, you may be allowed a 20 percent credit for employment related expenses. These expenses must have been paid during the taxable year in order to enable you to work either full or part time.

For detailed information, please see **Form 2441.**

Line 41—Investment Credit.—For conditions under which you can take an investment credit, for investment in certain trade or business property, you should get **Form 3468.**

Line 42—Foreign Tax Credit.—If you paid income tax to a foreign country or U.S. possession, you should get **Form 1116** to see if you can claim this credit.

Line 43—Credit for Wages Paid or Incurred in Work Incentive (WIN) Program.—Business employers may claim a credit of 20 percent of the salaries and wages paid or incurred to employees hired under a Work Incentive (WIN) Program. The credit is allowed for salaries and wages paid or incurred in the first 12 months of employment.

Employers may also claim a credit of 20 percent of salaries and wages paid for business or nonbusiness employment of certain Federal welfare recipients. For non-business employers, this credit is limited to \$1,000 for each employee. Please see **Form 4874.**

Line 44—New Jobs Credit.—Business employers who hire additional employees during the year may qualify for this credit. Generally, this credit is based upon the aggregate unemployment insurance wages under the Federal Unemployment Tax Act (FUTA). Please get **Form 5884 New Jobs Credit and Publication 902, Tax Information on Jobs Tax Credit,** for additional details.

Line 45—Energy Credits.—This line and line 61a have been reserved for credits for energy saving expenses. At the time these instructions were printed, Congress was considering legislation that would allow credits for these expenses. Under this pending legislation, you may be entitled to claim the energy credits against your income tax. If this becomes law, we will notify taxpayers through radio, television, and newspaper announcements. We will also make available **Form 5695, Energy Credits,** and Instructions in IRS offices and many banks and post offices. The form will tell you which expenses qualify and how to claim the credits. If you have any questions about whether you qualify for the credits at that time, please contact an IRS office.

If the legislation does not pass, do not make an entry on this line or line 61a.

Other Taxes

Line 48—Self-employment Tax.—Enter the amount shown on Schedule SE, line 18.

Line 49—Minimum Tax.—You must attach Form 4625 if you have items of tax preference of more than \$10,000 (\$5,000 if married filing separately), even if there is no minimum tax, OR if you have any minimum tax liability deferred from a prior taxable year until this year.

Tax preference items include adjusted itemized deductions (generally the amount by which your itemized deductions as adjusted exceed 60 percent of your adjusted gross income), accelerated depreciation, stock options, long-term capital gains, etc. Please see **Form 4625** for additional details.

Line 50—Tax from Recomputing Prior Year Investment Credit.—Enter the difference between the credit taken in a prior year and the credit you refigured due to disposing of

the property early. Please see Form 4255 for details.

Line 51—Social Security Tax on Tip Income Not Reported To Employer.—If you received tips (cash or charge) of \$20 or more in any month and you did not report them to your employer, you must pay the social security or railroad retirement tax on those unreported tips with your Form 1040. To determine the amount of social security tax on unreported tips for which you are liable, you must file Form 4137 with your Form 1040. Enter on Form 1040, line 51 the amount of tax shown on Form 4137, line 10.

To determine the amount of railroad retirement tax on unreported tips for which you are liable, contact your nearest Railroad Retirement Board office. Enter the tax as determined on line 51 and write on the dotted line to the left of the entry space for line 51 "RR tax on tips."

Be sure all your cash and charge tips, regardless of the amount, are included as income on Form 1040, line 8.

Line 52—Uncollected Employee Social Security Tax on Tips.—If you did not have enough wages to cover the social security or railroad retirement taxes due on tips you reported to your employer, the amount of tax due will be shown on your Form W-2. Enter that amount on line 52.

Line 53—Tax on an Individual Retirement Arrangement.—Enter any tax due from Form 5329:

Part IV—for excess contributions to an individual retirement arrangement,

Part V—for premature distributions from an individual retirement arrangement, and

Part VI—for undistributed funds in an individual retirement arrangement.

Tax from Recomputing a Prior Year Work Incentive (WIN) Credit.—If a WIN employee is dismissed within the first 90 days of employment (whether or not consecutive) or before the end of the 90th calendar day after the day in which the employee completes 90 days of employment, you must repay (with certain exceptions) any tax credit previously taken on the salaries and wages paid or incurred to that employee. Please see Form 4874.

The tax from recomputing a prior year (WIN) credit may not be offset against the current year's (WIN) credit. Include this amount of tax in your total for line 54. On the dotted line to the left of the line 54 entry space, please write "WIN Tax," and show the amount.

Payments

Line 55—Federal Income Tax Withheld.—Enter the total income tax withheld shown on Forms W-2, W-2G, and W-2P.

If you return to work after a period of unemployment, you may have the amount of income tax withheld lessened if your employer agrees to use the part year method of withholding. There are also other methods of withholding which, in some instances, could reduce your withholding. For more details, see your employer or get Publication 505, Tax Withholding and Declaration of Estimated Tax.

Line 56—Estimated Tax Payments.—Enter on this line any payments you made on your estimated Federal income tax for 1977.

If you and your spouse filed a joint declaration of estimated tax for 1977 but decide to file separate income tax returns for 1977, either of you can claim all the estimated tax paid. Or, you can each claim part in whatever amounts you agree to. Please be sure to show the social security numbers of both on the separate returns.

If you and your spouse filed separate estimated tax declarations for 1977 but decide to file a joint income tax return for 1977, enter on this line the total of the amounts paid on your separate declarations. Please be sure to show both social security numbers on your joint return.

Follow the above instructions even if your spouse died.

If you were divorced during 1977 and you filed a joint Form 1040-ES (Estimated Tax Declaration) with your former spouse, please enter your former spouse's social security number in the spouse's social security box on Form 1040. Also, enter in the upper right corner of the return, near the boxes for the social security numbers, "DIV.". If you were divorced and remarried in 1977, enter your present spouse's social security number in the box and enter "DIV." and your former spouse's social security number in the upper right corner of the return near the boxes.

Line 57—Earned Income Credit.—If your adjusted gross income on line 31 is less than \$8,000, you should see the instructions on page 2. If you are eligible, be sure to enter the first name of the child who qualifies you for the credit, in the space provided on line 57.

Line 58—Extension of Time to File (Form 4868).—If you filed an application for an automatic 2-month extension of time to file Form 1040 for 1977, enter the amount paid with Form 4868.

Line 59—Excess FICA and RRTA Tax Withheld—More than One Employer.—If you had more than one employer in 1977 and together they paid you more than \$16,500 in wages, too much social security (FICA) tax and railroad retirement (RRTA) tax may have been taken out of your wages. If too much was withheld, you may be able to take credit for it against your income tax. Please use the following steps to figure your credit. If you are filing a joint return, you have to figure this separately for you and your spouse. If you are a railroad employee and you claim the credit, attach a statement from your employer showing the amount of employee RRTA compensation and amount of RRTA tax withheld.

Step 1. (a) Add all FICA and RRTA tax withheld by employers from your wages for 1977.* Enter the total here . . .	\$ _____
(b) Add all uncollected FICA or RRTA tax on tips, if any. Enter the total here . . .	\$ _____
Step 2. Add (a) and (b)	\$ _____
Step 3. Subtract	\$ 965.25
Step 4. Enter this amount on Form 1040, line 59	\$ _____

***Note:** Do not include more than \$965.25 for any one employer. If any one employer withheld more than \$965.25, you should ask the employer to refund the excess to you. You cannot take credit for it on your return.

Line 60—Credit for Federal Tax on Special Fuels, etc.—Enter any credit you can claim for special fuels and nonhighway gasoline and lubricating oil.

Please attach Form 4136. For more information, you should get Publication 225, Farmer's Tax Guide, or Publication 378, Federal Fuel Tax Credit or Refund for Nonhighway and Transit Users.

Line 61—Credit for Taxes Paid by Regulated Investment Companies.—Enter the amount of the credit on line 61 and be sure to attach Copy B of Form 2439.

Line 61a—Energy Credits.—This line and line 45 have been reserved for credits for energy saving expenses. At the time these instructions were printed, Congress was considering legislation that would allow credits for these expenses. Under this pending legislation, you may be entitled to claim the energy credits against your income tax. If this becomes law, we will notify taxpayers through radio, television, and newspaper announcements. We will also make available Form 5695, Energy Credits, and Instructions in IRS offices and many banks and post offices. The form will tell you which expenses qualify and how to claim the credits. If you have any questions about whether you qualify for the credits at that time, please contact an IRS office.

If the legislation does not pass, do not make an entry on this line or line 45.

Refund or Due

Line 65—Overpayments Credited to 1978 Estimated Tax.—We will apply amounts you want credited to estimated tax to an account under your social security number, unless you attach a request to apply it to your spouse's account. The request should include the social security number of your spouse if it is not shown on the return.

Line 66—Balance Due IRS.—In most cases, people who have income tax withheld from their wages will find that the amount withheld will be fairly close to their tax for the year. Sometimes it is not, and this is more likely to happen if both you and your spouse worked.

If you find that you need more income tax withheld for 1978, you can file a new Form W-4 or Form W-4P. Or you can ask your employer to withhold more money. If you prefer, you can file a Declaration of Estimated Tax on Form 1040-ES and make installment payments. For more information, please get Publication 505, Tax Withholding and Declaration of Estimated Tax.

Penalties and Interest

Avoid penalties and interest by correctly filing and paying tax when due. The law provides a penalty of from 5 percent to 25 percent of the tax for late filing unless

you can show reasonable cause for the delay. If you file a return late, attach a full explanation to your return.

Penalties are also provided for late payment of tax unless you can show reasonable cause for the delay.

Taxes Not Paid When Due.—The penalty for failure to pay taxes when due is $\frac{1}{2}$ of 1 percent of the unpaid amount for each month or part of a month it remains unpaid—up to 25 percent of the unpaid amount. The penalty applies to any unpaid tax shown on a return. It also applies to any portion of additional tax shown on a bill if it is not paid within 10 days from the date of the bill. This penalty is in addition to the applicable interest charge on late payments.

Penalty for Not Paying Enough Tax During the Year.—If you underpaid any installment of your 1977 estimated tax liability by more than 20 percent (33 $\frac{1}{3}$ percent for farmers and fishermen), you may owe a penalty unless you meet one or more of the exceptions explained on Form 2210

(Form 2210F for farmers and fishermen). Please attach this form to Form 1040 to show how you figured the penalty or which exceptions you believe you meet.

If you attach Form 2210 or 2210F, be sure you check the box under line 66. If you owe a penalty, show the amount in the bottom margin on page 2 of Form 1040 and write "Penalty—estimated tax." If you owe tax on line 66, include the penalty amount in with your total. Or, if you are due a refund, subtract the penalty amount from the overpayment on line 63.

Declaration of Estimated Tax

In general, a declaration is not required to be filed if you expect that your 1978 Form 1040 will show (1) a tax refund, **OR** (2) a tax balance due to IRS of less than \$100.

Citizens of the United States or residents of the United States, Puerto Rico, Virgin Islands, Guam and American Samoa must make a declaration of estimated tax if their total estimated tax is \$100 or more and they:

(1) Can reasonably expect to receive more than \$500 from sources other than wages subject to withholding; or,

(2) Can reasonably expect gross income to exceed—

- \$20,000 for a single individual, a head of a household, or a widow or widower entitled to the special tax rates;
- \$20,000 for a married individual entitled to file a joint declaration with spouse, but only if the spouse has not received wages for the taxable year;
- \$20,000 for a married individual living apart from spouse as described on page 7;
- \$10,000 for a married individual entitled to file a joint declaration with spouse, but only if both spouses received wages for the taxable year;
- \$5,000 for a married individual not entitled to file a joint declaration with spouse.

See Form 1040-ES for details.

Instructions for Schedule A (Form 1040)

Itemized Deductions

If your itemized deductions are more than 60 percent of Form 1040, line 31, the excess may be considered an item of tax preference and you may be subject to the minimum tax. Please see Form 4625, Computation of Minimum Tax, for details.

Note: See the instructions on page 11, Should You Itemize Your Deductions? Also see Who MUST Itemize Deductions on page 11.

Medical and Dental Expenses

If you itemize your deductions, you can deduct one-half (up to \$150) of the amount you paid for medical care insurance even if you have no other medical expenses.

If you made payments for medicines, doctors, hospitals, etc., you should follow the step-by-step instructions in lines 1 through 10 on Schedule A. Follow these lines carefully because they show you how much you can deduct. Show the amount you paid for medicine and drugs. Subtract 1 percent of Form 1040, line 31 (adjusted gross income), from that amount. Add the amounts on lines 4 through 6c. Subtract from the total, 3 percent of Form 1040, line 31 (adjusted gross income).

The remainder, plus your medical care insurance on line 1, is your medical expense deduction. The 1 percent and 3 percent limitations apply in all cases, regardless of your age or the age of your spouse or other dependents.

The medical expenses can be for yourself, your spouse, or any dependent who received over half of his or her support from you, even if the dependent had income of \$750 or more.

You should include all amounts you paid during 1977, but do not include amounts repaid to you, or paid to anyone else, by hospital, health or accident insurance. Be sure to include on line 5 the rest of the amount you paid for medical care insur-

ance (the amount you could not list on line 1).

Kinds of Expenses You Can Deduct.—

Payments for medicines, drugs, vaccines, and vitamins your doctor told you to take, but not vitamins you take on your own just to keep healthy.

Payments to hospitals, physicians (medical doctors and osteopaths), dentists, nurses, chiropractors, podiatrists, physiotherapists, psychiatrists, psychologists and psychoanalysts (medical care only); and eye doctors or others who examine or test eyes. (If you pay someone to do both nursing and housework, you can deduct only the nursing cost.)

Payments for false teeth, eyeglasses, medical and surgical aids, arches, braces, crutches, sacroiliac belts, wheelchairs, hearing aids (and batteries for hearing aids), orthopedic shoes, and cost and care of guide dogs, etc.

Payments for ambulance service and other travel costs necessary to get medical care. (Instead of figuring amounts you spent for gas, oil, etc., for your car, you may take 7 cents a mile.)

Payments for examinations, X-ray services, insulin treatment, whirlpool baths the doctor ordered, meals and lodging if part of cost for care in a hospital or similar place, hospital or medical insurance, including monthly payments for extra medical insurance under Medicare.

Kinds of Expenses You Cannot Deduct.—

Payments for funerals and cemetery lots, cosmetics, operations or drugs that are against the law, travel your doctor tells you to take for rest or change, life insurance policies, the .009 hospital insurance benefits tax included as part of the social security tax and withheld from wages or paid on self-employment income.

Capital expenditures are not generally deductible. For exceptions and more information, you should get Publication 502,

Deduction for Medical and Dental Expenses.

Taxes

You Can Deduct.—

State and local income taxes.

Real estate taxes.

State and local taxes on gas used in your car, boat, etc. For the amount to deduct for gas used in your car, please see the State Gasoline Tax Table on page 15.

General sales taxes. For the amount to deduct, see the Optional State Sales Tax Tables.

The only sales taxes you can add to the table amount are those paid on the purchase of the following items:

- A boat, airplane, home (including mobile or prefabricated) or materials you bought to build a new home if:
 - the tax rate was the same as the general sales tax rate, and
 - the seller stated the tax separately from the price of the item but included it in the total amount you paid.
- A car or truck, unless you bought it in Vermont or West Virginia. (In these States the deduction is limited to the sales tax paid at the general sales tax rate.)

The sales tax tables cover income up to \$19,999. (For this purpose, income is: line 29 of Form 1040 plus any income you received that is not subject to tax, such as social security, veterans' and railroad retirement benefits, and workman's compensation. Also include the untaxed portion of long-term capital gains, dividends exclusion, unemployment compensation and public assistance payments.)

The following steps and examples explain how to figure your sales tax deduction if your income was over \$19,999.

Step 1.—Find the \$19,000–19,999 income line in the table for your state and read across to find the amount of sales tax for your family size.

Step 2.—Subtract \$19,999 from the amount of your income. For each \$1,000 or fraction of \$1,000 that your income is greater than \$19,999, but less than \$50,000, add 2 percent of the amount you found in Step 1, above.

Step 3.—For each \$1,000 or fraction of \$1,000 that your income is greater than \$49,999, but less than \$100,000, add 1 percent of the amount you found in Step 1, above.

If your income was \$100,000 or more, your deduction is 210 percent of the amount determined in Step 1, above.

Example 1.—Assume your income was \$27,250, you live in Ohio, and there are 5 people in your family.

Step 1. The Ohio table for income of \$19,999 and a family of 5 people shows	\$184.00
Step 2. Figure this step as follows: \$27,250—\$19,999=\$7,251 \$7,251÷1,000=7.251 or 8 (each \$1,000 or fraction of \$1,000 of income) .02×\$184.00=\$3.68 8×\$3.68=	29.44
Ohio sales tax deduction on income of \$27,250 for family of 5	\$213.44

Example 2.—Assume the same facts except that your income was \$52,500.

Step 1. Ohio sales tax table—\$19,999 income—family size 5	\$184.00
Step 2. Figure this step as follows: \$49,999—\$19,999=\$30,000 \$30,000÷1,000=30 .02×\$184.00=\$3.68 30×\$3.68=	110.40
Step 3. Figure this step as follows: \$52,500—\$49,999=\$2,501 \$2,501÷1,000=2.501 or 3 .01×\$184.00=\$1.84 3×\$1.84=	5.52
Ohio sales tax deduction on income of \$52,500 for family of 5	\$299.92

If your records show that you paid more sales tax than the amount shown in the table, you can deduct the larger amount and not use the table. If you do not use the table, you can deduct the following taxes:

- (1) General State or local sales taxes you paid when you bought items.
- (2) General State or local sales taxes the seller paid if seller stated the tax separately from the price of the item but included it in the total amount you paid.

(3) Certain State or local selective sales or excise taxes if the rates were the same as the general sales tax rates. Personal property taxes. If part of the amount you paid for your car tags was based on the car's value, you can deduct that part as a personal property tax. If you need more information, please contact an IRS office.

If you had any deductible tax not listed on Schedule A, lines 11 through 15 (such as foreign income tax), describe the tax and show the amount on line 16.

You should use Schedules C, E, or F (Form 1040) to deduct business Federal taxes or other taxes paid for your business or profession.

Do Not Deduct.—

Federal social security tax, Federal excise taxes on your personal goods or for transportation, telephone, or gasoline. Fees for hunting and dog licenses, car inspection, or drivers' licenses.

Taxes you paid for another person, water taxes, or taxes on liquor, beer, wine, cigarettes, and tobacco.

Selective sales or excise taxes (such as those on admissions, room rental, etc.) even if they are separately stated. (If these taxes are at the same rate as the general sales tax and you do not use the sales tax tables, you can deduct them as explained above.)

(Continued on page 16.)

State Gasoline Tax Table

The following list shows the tax rate on a gallon of gasoline in each State based on information available on September 1, 1977. Find the rate for your State. Then use the table below to find how much tax

to deduct for the number of miles you drove your car. If your car had 4 cylinders or less, you may deduct only half the table amount. If the rate for your State changed during 1977, find your deduction for the

miles you drove at each rate, and add the amounts.

If your records show that you paid more than the amount shown in the table, you can deduct the larger amount.

Alabama 7¢	Hawaii 8.5¢	Minnesota 9¢	New York 8¢	South Dakota 8¢
Alaska 8¢	Idaho 9.5¢	Mississippi 9¢	North Carolina 9¢	Tennessee 7¢
Arizona 8¢	Illinois 7.5¢	Missouri 7¢	North Dakota 7¢	Texas 5¢
Arkansas 8.5¢	Indiana 8¢	Montana 7.75¢	(after June 30, 8¢)	Utah 7¢
California 7¢	Iowa 7¢	(after June 30, 8¢)	Ohio 7¢	Vermont 9¢
Colorado 7¢	Kansas 8¢	Nebraska 8.5¢	Oklahoma 6.58¢	Virginia 9¢
Connecticut 11¢	Kentucky 9¢	(after July 31, 9.5¢)	(use deduction for 6.5¢)	Washington 9¢
Delaware 9¢	Louisiana 8¢	Nevada 6¢	Oregon 7¢	(after June 30, 11¢)
(after June 30, 11¢)	Maine 9¢	New Hampshire 9¢	Pennsylvania 9¢	West Virginia 8.5¢
District of Columbia 10¢	Maryland 9¢	(after July 31, 10¢)	Rhode Island 10¢	Wisconsin 7¢
Florida 8¢	Massachusetts 8.5¢	New Jersey 8¢	South Carolina 8¢	Wyoming 8¢
Georgia 7.5¢	Michigan 9¢	New Mexico 7¢	(after June 30, 9¢)	

Nonbusiness miles driven	TAX RATE												Nonbusiness miles driven
	5¢	6¢	6.5¢	7¢	7.5¢	7.75¢	8¢	8.5¢	9¢	9.5¢	10¢	11¢	
Under 3,000	\$8	\$10	\$11	\$12	\$12	\$13	\$13	\$14	\$15	\$16	\$17	\$18	Under 3,000
3,000 under 4,000 . . .	14	17	19	20	22	22	23	25	26	27	29	32	3,000 under 4,000
4,000 under 5,000 . . .	19	22	24	26	28	29	30	32	33	35	37	41	4,000 under 5,000
5,000 under 6,000 . . .	23	27	30	32	34	35	36	39	41	43	46	50	5,000 under 6,000
6,000 under 7,000 . . .	27	32	35	38	40	42	43	46	48	51	54	59	6,000 under 7,000
7,000 under 8,000 . . .	31	37	40	43	47	48	50	53	56	59	62	68	7,000 under 8,000
8,000 under 9,000 . . .	35	42	46	49	53	54	56	60	63	67	70	77	8,000 under 9,000
9,000 under 10,000 . . .	39	47	51	55	59	61	63	67	71	75	79	86	9,000 under 10,000
10,000 under 11,000 . . .	43	52	56	61	65	67	69	74	78	82	87	95	10,000 under 11,000
11,000 under 12,000 . . .	48	57	62	67	71	74	76	81	86	90	95	105	11,000 under 12,000
12,000 under 13,000 . . .	52	62	67	72	77	80	83	88	93	98	103	114	12,000 under 13,000
13,000 under 14,000 . . .	56	67	73	78	84	86	89	95	100	106	112	123	13,000 under 14,000
14,000 under 15,000 . . .	60	72	78	84	90	93	96	102	108	114	120	132	14,000 under 15,000
15,000 under 16,000 . . .	64	77	83	90	96	99	102	109	115	122	128	141	15,000 under 16,000
16,000 under 17,000 . . .	68	82	89	95	102	106	109	116	123	130	136	150	16,000 under 17,000
17,000 under 18,000 . . .	72	87	94	101	108	112	116	123	130	137	145	159	17,000 under 18,000
18,000 under 19,000 . . .	76	92	99	107	115	118	122	130	138	145	153	168	18,000 under 19,000
19,000 under 20,000 . . .	81	97	105	113	121	125	129	137	145	153	161	177	19,000 under 20,000
20,000*	83	99	107	116	124	128	132	141	149	157	165	182	20,000*

*For over 20,000 miles, use table amounts for total miles driven. For example, for 25,000 miles, add the deduction for 5,000 to the deduction for 20,000 miles.

Taxes charged for sidewalks, front-foot benefits, or other improvements which make your property more valuable.

For information about deductions homeowners can take, please get **Publication 588, Tax Information on Condominiums and Cooperative Apartments and Publication 530, Tax Information for Homeowners.**

Interest Expense

You should show on Schedule A only interest on nonbusiness items. Show interest paid on business items on the same schedule you use to report your business income.

Generally, a cash basis taxpayer, who in 1977 prepaid interest allocable to any period after 1977, can only deduct the amount allocable to 1977. Please see **Publication 545, Income Tax Deduction for Interest Expense.**

You Can Deduct Interest On.—

Mortgage on your home.

Your personal note to a bank, credit union, or person, for money you borrowed.

Life insurance loan if the interest is paid in cash.

Taxes you paid late. Show only the interest. If the taxes are the kind you can deduct, enter them under the heading, **Taxes.**

Bank credit card plan. You can deduct the finance charge as interest if no part is for service charges, loan fees, credit investigation fees, etc.

Revolving charge accounts. You may deduct the finance charge added to your revolving charge accounts by retail stores if the charges are based on your unpaid balance and figured monthly.

Personal property (cars, televisions, etc.), that you buy on the installment plan.

Note: Special limitations apply to interest expense paid or accrued on debts related to investment property.

The limitation for interest on investment indebtedness incurred after September 10, 1975 is the sum of (1) \$10,000 (\$5,000, if married and filing separately), (2) a prorated portion of net investment income and (3) the excess expenses from net lease property.

The limitation for interest on investment indebtedness incurred before September 11, 1975, but after December 16, 1969, is the total of (1) \$25,000 (\$12,500, if married and filing separately), (2) a prorated portion of net investment income, (3) excess expenses from net lease property, (4) net capital gain from investment property, and (5) one-half the amount by which the investment interest for this period exceeds the total of (1) through (4).

Report the nonbusiness portion of the allowable interest as an itemized deduction on Schedule A, line 19. Any investment interest not deducted because of these limitations may be carried forward to the following year and be subject to the same limitations.

Use **Form 4952, Investment Interest Expense Deduction**, to figure the allowable investment interest. You should also see

Form 4952 for a definition of net lease property and an explanation of excess expenses.

These limitations do not apply to interest on investment indebtedness incurred before December 17, 1969.

Do Not Deduct Interest On.—

Life insurance loan if the interest is added to the loan and you report on the cash basis.

Money you borrowed to buy or carry tax-exempt securities or single-premium life insurance.

For more information on interest expenses, please get **Publication 545, Income Tax Deduction for Interest Expense.**

Contributions

You Can Deduct Gifts To.—

Organizations operated for religious, charitable, educational, scientific, or literary purposes, or to prevent cruelty to animals and children. These include:

Churches (including assessments paid), Salvation Army, Red Cross, CARE, Goodwill Industries, United Way, Boy Scouts, Girl Scouts, Boys Club of America, and similar organizations.

Fraternal organizations (if the gifts will be used for the above purposes) and certain cultural and veterans' organizations.

Governmental agencies that will use the gifts exclusively for public purposes, including civil defense.

Nonprofit schools, hospitals, and organizations whose main purpose is to find a cure for (or to help people who have) arthritis, asthma, birth defects, cancer, cerebral palsy, cystic fibrosis, heart disease, diabetes, hemophilia, mental illness and retardation, multiple sclerosis, muscular dystrophy, tuberculosis, etc.

You Can Also Deduct.—

Amounts you paid for your gasoline and other expenses necessary to carry out your duties as a civil defense volunteer. (Do not deduct any amounts that were repaid to you.)

Out-of-pocket expenses such as gas, oil, etc., to do volunteer work for charitable organizations. (Do not deduct any amounts that were repaid to you.) Instead of figuring what you spent for gas and oil, you can take 7 cents a mile.

In some cases, amounts you spent to take care of a student in your home under a written agreement with a charitable or educational institution.

Do Not Deduct Gifts To.—

Relatives, friends, or other persons.

Social clubs, labor unions, or chambers of commerce.

Foreign organizations, organizations operated for personal profit or organizations whose purpose is to get people to vote for new laws or changes in old laws.

You may deduct what you gave in cash (checks, money orders, etc.) or property, but do not deduct the value of your time or

services. If you gave property, attach a description, show the date you gave it, and (except for securities) how you figured its value. Also, for each gift valued at over \$200 and each gift of capital gain or ordinary income property:

- (1) Explain any conditions attached to the gift.
- (2) Tell how you got the property.
- (3) Show the cost or other basis of the property if you owned it less than five years, or if you must reduce the contribution by any ordinary income or capital gain that would have resulted if the property had been sold at its fair market value, and
- (4) Attach a signed copy of any appraisal. If you elect to reduce your deduction for contributions of capital gain property, indicate this and show how you figured it.

Generally, you cannot take a deduction for a transfer of a future interest in tangible personal property until the entire interest has been transferred.

Special rules apply if your contributions are more than 20 percent of Form 1040, line 31, or if you gave gifts of appreciated property, made bargain sales to charity, or gave gifts of the use of (or rent-free use of) property. For additional information, please get **Publication 526, Income Tax Deduction for Contributions.**

Casualty or Theft Losses

If you had property that was stolen or damaged by fire, storm, car accident, shipwreck, etc., you may be able to deduct your loss or part of it. In general, Schedule A can be used to report a casualty or theft loss of property other than business property.

The amount of a personal casualty or theft loss you should enter on line 25 is generally the smaller of:

- (1) The decrease in the fair market value of the property because of the casualty; or
- (2) The cost of the property to you.

You must first reduce each loss by insurance and other reimbursements paid you. Then you can claim only that part of each net loss that is more than \$100. If you and your spouse owned the property jointly but file separate returns, you both must subtract \$100 from your part of the loss.

If you had more than one casualty or theft loss skip lines 25 through 28 of Schedule A. Prepare a schedule using the information on lines 25 through 29 for each loss. Add the net losses and enter the amount on Schedule A, line 29. Write in the margin to the right of line 29, "Multiple losses. See attachment."

You may find **Form 4684, Casualties and Thefts**, helpful in determining the amount of your loss. If you fill out Form 4684, omit lines 25 through 28 of Schedule A and enter the loss from Form 4684 on Schedule A, line 29.

For more information, please get **Publication 547, Tax Information on Disasters, Casualty Losses, and Thefts.**

Miscellaneous Deductions

Alimony Paid.—You can now deduct periodic payments of alimony or separate maintenance made under a court decree, even if you do not itemize deductions. For more information, please see Instructions for Form 1040, line 27, on page 11.

Union Dues.—You can deduct dues paid to unions.

Business Use of Home, Including Office Use.—Generally, except for interest, taxes, and casualty losses, no deduction will be allowed for a dwelling unit that you used for personal purposes during the taxable year. However, if you used a part of your dwelling **exclusively** on a regular basis in connection with your employer's trade or business and for your employer's convenience, you may deduct the expenses allocable to that portion. If the use was merely appropriate and helpful, no deduction is allowable.

Please see instructions for **Schedule E** (Form 1040) for information on deductions allowable for rental use of a dwelling used as a residence, including vacation homes.

For more information and the method of computing the deduction, get **Publication 587, Business Use of Your Home.**

Contributions to Candidates for Public Office, etc., Itemized Deduction.—You may claim an itemized deduction on Schedule A, or a tax credit on Form 1040, line 38, but you cannot claim both, for contributions to candidates for public office and political committees and newsletter funds of candidates and elected public officials.

If you elect to claim an itemized deduction on Schedule A, the amount of the deduction entered may not be more than \$100 (\$200 if you are married and file a joint return). You should write "political

contribution" on line 31 next to the amount of the contribution. See instructions for Form 1040, line 38, on page 12.

Expenses for Education.—The rules for reporting educational expenses are the same as those on page 10 for **Employee Business Expenses.**

You Can Generally Deduct Expenses for.—Education that helps you keep up or improve skills you must have in your present job, trade or business.

Education that your employer said you must have, or the law or regulations say you must have, to keep your present salary or job.

Do Not Deduct Education Expenses for.—Education that you need to meet the minimum educational requirements for your job, trade, or business.

Education that is part of a course of study that will lead to your getting a new trade or business.

You Can Also Deduct Several Other Kinds of Miscellaneous Expenses Such As:

Gambling losses, but only up to the amount you won and reported on Form 1040, line 20.

Cost of safety equipment, small tools, and supplies used in your job.

Dues to professional organizations and chambers of commerce.

Certain costs of business entertainment, subject to limitations and reporting and substantiation requirements.

Fees you paid to employment agencies to get a job.

Necessary expenses connected with producing or collecting income or for managing or protecting property held for producing income.

Note: If you work for wages or a salary, you should include, on Schedule A, any employee business expenses you did not claim on Form 1040, line 23.

Do Not Deduct the Cost Of going to and from work or entertaining friends.

If you need more information, please get **Publication 529, Miscellaneous Deductions and Credits.**

Summary of Itemized Deductions

Please enter the total of each group of itemized deductions on the appropriate lines 33 through 38 and add the amounts on line 39.

Enter the zero bracket amount for your filing status on line 40. The zero bracket amounts are:

\$3,200 if you are married filing a joint return or a qualifying widow(er) with dependent child,

\$2,200 if you are single or an unmarried head of household, and

\$1,600 if you are married filing separately.

Important.—Although your itemized deductions are reduced by the zero bracket amount, you will receive the full benefit of your itemized deductions because the zero bracket amount has been built into the tax tables and tax rate schedules for you.

If line 39 is more than line 40, subtract line 40 from line 39 and enter the difference on Schedule A, line 41, and on Form 1040, line 33.

If line 40 is more than line 39, enter zero on Schedule A, line 41, and on Form 1040, line 33, unless you are required to itemize deductions (see page 11 for **Who Must Itemize Deductions**).

Instructions for Schedule B (Form 1040)

If you are required to use Part I or Part II or if you had a foreign account or were a grantor of, or a transferor to, a foreign trust, you must answer both questions in Part III.

PART I.—Interest Income

If you receive more than \$400 in interest, you must complete Part I of Schedule B and answer the questions in Part III.

Line 1—Interest Income.—List the names of all payers and amounts received in Schedule B, line 1.

Report any interest you received or which was credited to your account so you could withdraw it. (It did not have to be entered in your passbook.)

Include Interest on the Following.—

Accounts with banks, credit unions, savings and loan associations, etc.

Tax refunds.

Notes and loans.

Bonds and debentures. Also arbitrage bonds issued after October 9, 1969, by State and local governments. But do not report interest on other State and municipal bonds and securities. If you held corporate bonds or other notes of debt origi-

nally issued at a discount after May 27, 1969, you have to include a certain part of the discount for the part of the year you held the bond or note.

U.S. Savings Bonds. The yearly increase in the value of a bond is interest.

You can report interest on Series E bonds in either of the following ways:

(1) You can report the interest when you cash your bonds, or when the bonds reach final maturity and no longer earn interest.

(2) You can report the yearly increase in all bonds on your return each year. You can change to this way of reporting at any time. But if you do so, you must report in the first year you use this method the entire increase in all bonds from the date they were issued. Then report the yearly increase each year afterwards.

For more information about interest income, how to figure original issue bond discount, and rules for interest on industrial development bonds, please get **Publication 550, Tax Information on Investment Income and Expenses.** For unstated interest, get **Publication 537, Tax Information on Installment and Deferred-Payment Sales.**

PART II.—Dividends

If you received more than \$400 in gross dividends and other distributions (including capital gain dividends and nontaxable distributions), you must complete Part II and answer the questions in Part III.

Line 3—Gross Dividends and Other Distributions on Stock.—If you own stock, you must report as dividends any payments you received out of the company's earnings and profits. Usually dividends are paid in cash. But if you received merchandise or other property, you have to report its fair market value.

If you received more than \$400 in gross dividends and other distributions (including capital gain dividends and nontaxable distributions), list names of all payers and amounts received in Schedule B, line 3. Please be sure to include amounts you received through nominees or other agents. List their names as payers. Also include amounts you received as a member of a partnership or beneficiary of an estate or trust.

Do Not Report the Following as Dividends.—

Mutual insurance company dividends that reduce the premiums you pay. (These are not income.)

Dividends paid by savings and loan associations, mutual savings banks, cooperative banks, and credit unions, on deposits or accounts from which you could withdraw your money. (Report these as interest.)

For more information and special rules for stock dividends, liquidations, stock rights, conversions and redemptions, please get **Publication 550**, Tax Information on Investment Income and Expenses.

Line 5—Capital Gain Distributions.—Enter on this line all capital gain distributions. The amounts included on line 5 must also be included in Schedule B, line 3. Also see note above Part III of Schedule B.

Line 6—Nontaxable Distributions.—Enter on this line the total of nontaxable distribu-

tions (return of capital). Any amount entered on line 6 must also be included in Schedule B, line 3.

You must reduce your investment cost (or other basis) by the amount of nontaxable distributions received. Amounts received after your cost (or other basis) has been reduced to zero will be taxed as gains. These gains must be included on line 5 instead of line 6 and also reported on Schedule D (Form 1040).

Nominees.—

If you received interest or dividends as the nominee for another person and paid such amounts to the actual income recipients, please show the amount you received as a nominee in the bottom margin of Schedule B and write "Nominee amounts."

PART III.—Foreign Accounts and Foreign Trusts

Do You Have an Account in a Foreign Country or Were You a Grantor of, or Transferor to, a Foreign Trust?

If at any time during 1977, you had an interest in or signature or other authority over a bank account, securities account, or other financial account in a foreign country or were a grantor of, or transferor to a foreign trust, which trust was in being during the taxable year, you must check the appropriate Yes box(es). (If you own more than 50 percent of the stock in any corporation that owns one or more foreign bank accounts, you must check the Yes box for question 1.)

See the instructions on page 3 for additional requirements.

Instructions for Schedule D (Form 1040)

The Tax Reform Act of 1976 increased the holding period for long-term capital gains and losses from 6 months to 9 months for 1977 and one year for 1978 and after.

For amounts received from an installment sale, the holding period rule in effect in the year of sale will determine the treatment of the amounts received as long-term or short-term gain.

Gains and losses on agricultural commodity futures contracts (but not options on futures contracts) will retain the 6 month holding period rule for long-term treatment.

Under the Act, the limitation on capital losses that can be used to offset other income has been increased from \$1,000 to \$2,000 for taxable years beginning in 1977. The limitation will increase to \$3,000 for taxable years beginning after December 31, 1977. (If you are married and filing a separate return, the limitations specified above must be reduced by one-half.)

A. Who Should File.—You should use Schedule D (Form 1040) to report the sale or exchange of a capital asset as defined in Instruction B, below. In general, use Form 4797, Supplemental Schedule of Gains and Losses, instead of Schedule D to report:

(1) the sale, exchange, or involuntary conversion of trade or business property, certain depreciable and amortizable property, and certain oil and gas property;

(2) the involuntary conversion (for example, a casualty or theft) of certain capital assets; and

(3) the disposition of other noncapital assets not mentioned in (1), above. If a capital asset is involuntarily converted (for example, because of casualty or theft) you may use Form 4684, Casualties and Thefts, instead of completing Form 4797, Part I, Section A. You can get these forms from any Internal Revenue Service office.

B. What is a Capital Asset.—Generally, all property you own and use for personal purposes, pleasure, or investment is a capital asset. Some examples are: the home you own and live in with your family, your household furnishings, a car used for pleasure, and stocks or bonds held in your personal account.

A capital asset as defined by law is any piece of property held by a taxpayer except:

(1) stock in trade;

(2) real or personal property includible in inventory;

(3) real or personal property held for sale to customers;

(4) accounts or notes receivable acquired in the ordinary course of a trade or business for services rendered, or from the sale of any of the properties described in (1), (2), or (3), or for services rendered as an employee;

(5) depreciable property used in a trade or business even though fully depreciated;

(6) real property used in a trade or business;

(7) a copyright, literary, musical or artistic composition, letter, or memorandum, or similar property—(a) created by a taxpayer's personal efforts; (b) prepared or produced for a taxpayer, in the case of a letter, memorandum, or similar property; or (c) if acquired from a taxpayer described in (a) or (b) under circumstances entitling a taxpayer to the basis of the preceding owner (for example, by gift);

(8) a publication of the U.S. Government (including the Congressional Record) which is received from the U.S. Government or an agency thereof, other than by purchase at the price at which it is offered for sale to the public, and which is held by—(a) a taxpayer who so received such publication, or (b) a taxpayer in whose hands the basis of such publication is determined, for purposes of determining gain from a sale or exchange, in whole or in part by reference to the basis of such publication in the hands of a taxpayer described in (a); and

(9) certain government obligations issued at a discount on or after March 1, 1941, payable without interest, and maturing at a fixed date not exceeding one year from the date of issue.

C. Transfer of Appreciated Property to a Political Organization.—If you transfer property to a political organization and at the time of the transfer the fair market value of the property exceeds your adjusted basis, you must treat this transac-

tion as a sale of property on the date of transfer. You should report the fair market value of the property at the time of transfer as the sales price. Ordinary income or capital gains provisions will apply as if a sale actually occurred.

D. Exchange of "Like Kind" Property.—Although no gain or loss is recognized when property held for productive use in trade or business or for investment is exchanged solely for property of a "like kind" to be held either for productive use in trade or business or for investment, you must report the transaction on Schedule D or Form 4797, whichever is applicable. (This does not include property that is stock in trade or other property held primarily for sale, nor stocks, bonds, notes, choses in action, certificates of trust or beneficial interest, or other securities or evidences of indebtedness or interest.)

If you use Schedule D, you should identify the property disposed of in column a. Enter the date you acquired it in column b and the date of exchange in column c. Write "like kind exchange" in column d and enter the adjusted basis in column e. Enter zero in column f.

E. Sale or Exchange of Capital Assets Held for Personal Use.—Gain from the sale or exchange of such property is a capital gain and should be reported either in Part I or Part II. However, loss from the sale or exchange of such property (but not necessarily involuntary conversions such as by casualty or theft) is not deductible.

F. Cost or Other Basis, as Adjusted.—In general, this means cost (or other basis as explained in the next paragraph), less applicable depreciation (allowed or allowable), amortization, depletion, etc.

You may need to use a basis other than actual cash cost if you acquired the property by bequest, gift, tax-free exchange, involuntary conversion, or wash sale of stock. If you do not use actual cash cost, please attach an explanation of the basis used.

The basis of property acquired by gifts made before January 1, 1977, generally is the basis of the property in the hands of the donor plus any gift taxes paid on the gift. For gifts made after December 31, 1976, only the gift tax attributable to the appreciation in value at the time of the gift is added to the basis of the property in the

hands of the donor. (Please see section 1015.)

The basis of property acquired from or passing from a decedent will generally be the fair market value at the date of death if the decedent died before January 1, 1977. In general, the basis of carryover basis property acquired from or passing from a decedent who died after December 31, 1976, is the decedent's basis immediately before his or her death, adjusted for certain items such as Federal and State estate taxes paid by the estate attributable to the appreciation in the property. (Please see section 1023.)

If a charitable contribution deduction is allowed because of a sale of property to a charitable organization, the adjusted basis for determining gain from the sale is an amount which is in the same ratio to the adjusted basis as the amount realized is to the fair market value of the property.

For additional information, please get **Publication 551, Tax Information on Cost or Other Basis of Assets.**

G. Short-term or Long-term.—When you sell or exchange a capital asset you will have either a short-term or a long-term capital gain or loss, depending on how long you held the property. (Please see instruction H.)

If you held the property 9 months or less, the gain or loss is short-term and you should report it in Part I.

If you held the property more than 9 months, the gain or loss is long-term and you should report it in Part II.

A nonbusiness bad debt is usually treated as a short-term capital loss. This does not apply to: (1) a debt evidenced by a corporate security with interest coupons or in registered form and (2) a debt acquired in your trade or business.

H. Holding Period.—To determine whether you held property over 9 months, you should begin counting on the day after the day you acquired the property. The same day of each following month is the beginning of a new month, regardless of the number of days in the month before. In your computation, include the day you disposed of the property. For special rules on nontaxable exchanges, gifts of property, property you inherited or that was willed to you, please get **Publication 544, Sales and Other Dispositions of Assets.**

I. Capital Loss Carryover.—You will have a capital loss to carry to 1977 if the amount of your 1976 Schedule D (Form 1040), line 16a (or your 1976 Form 4798, Part IV, line 9(a) or 26), is larger than the capital loss you deducted from income on your 1976 Form 1040, line 30a. The amount of any capital loss carryover to 1977 should be reflected in the space provided on your 1976 Schedule D (Form 1040), page 2.

If you do not have a capital loss carryover to 1977 you can skip lines 4 and 12 on your 1977 Schedule D (Form 1040).

If you have a capital loss carryover from years beginning after 1969, you should enter the amount(s) on your 1977 Schedule D, lines 4 and 12. Use Part V of your 1977 Schedule D to compute the amount, if any, of capital loss carryover from 1977

to 1978, if you have a capital loss for 1977 that is greater than the loss deducted on your 1977 Form 1040, line 14. Please keep this information to help you in filing your 1978 Schedule D (Form 1040).

If you have a capital loss carryover from years beginning before 1970, or a combination of pre-1970 and post-1969 capital losses, you should: (1) complete Parts I and II of Schedule D (Form 1040) through line 13 to report current transactions and the amount, if any, of post-1969 capital loss carryovers, and (2) carry the amounts, if any, from Schedule D, lines 5 and 13, to Form 4798, Carryover of Pre-1970 Capital Losses, Part I, to determine your capital gain or loss, and your capital loss limitation for 1977 if you have a net capital loss for the year. You should also use Form 4798 to determine the amount, if any, of capital loss carryovers from 1977 to 1978 if the losses include pre-1970 loss carryovers. Please be sure to keep a copy of your 1977 Form 4798 to help you in filing your Schedule D (Form 1040) and Form 4798 (if applicable) for 1978.

J. "Taxable Income, as Adjusted".—A separate calculation may be needed to determine "taxable income, as adjusted." This calculation is made as follows: Determine Tax Table Income (Form 1040, line 34) without regard to gains or losses from sales or exchanges of capital assets. Reduce that amount (but not below zero) by: (1) \$2,200 if filing as a single person or an unmarried head of household, (2) \$3,200 if married filing jointly or a qualifying widow(er) with dependent child, or (3) \$1,600 if married filing separately.

However, you can skip this separate computation if you know you have more than \$2,000 of tax table income (\$1,000 if married and filing a separate return) after excluding: (1) gains or losses from the sales and exchanges of capital assets, and (2) your zero bracket amount of \$2,200, \$3,200, or \$1,600, depending on your filing status.

If a separate computation is not required, enter on line 16b the loss shown on line 16a, but not more than \$2,000 (\$1,000 if married and filing a separate return).

K. Investment Interest Expense Deduction Adjustment.—(Note: These rules also apply if you use Form 4798 to report a pre-1970 capital loss carryover as indicated in instruction I).

If Schedule D, line 13 (or Form 4798, Part I, line 6) is blank or if line 13 or line 14 (or Form 4798, Part I, line 6 or line 7) shows a loss, please skip the rest of instruction K.

If you have investment interest expense of more than \$10,000 (\$5,000 if married filing separately), the amount of that interest that you can deduct could be limited. Please see Form 4952 for details. If there is an entry on Form 4952, line 27; and, on Schedule D, both line 13 and 14 (or Form 4798, Part I, lines 6 and 7) show a gain, then part or all of the amount of capital gains used on Form 4952, line 27, will be treated as ordinary income for purposes of determining the 50 percent capital gain deduction or the alternative capital gain tax. The amount treated as ordinary income is the lesser of: (a) the amount on

Form 4952, line 27, (b) the amount on Schedule D, line 13 (or Form 4798, Part I, line 6), or (c) the amount on Schedule D, line 14 (or Form 4798, Part I, line 7). You should enter this amount in the margin to the right of Schedule D, line 13 (or Form 4798, Part I, line 6), and identify it as "From Form 4952."

Before determining the capital gain deduction on Schedule D, line 15a (or Form 4798, Part I, line 8(a)), or the Alternative Tax in Schedule D, Part IV, you must decrease the gains on Schedule D, lines 13 and 14 (or Form 4798, Part I, lines 6 and 7) by the amount treated as ordinary income. You should enter the amount treated as an ordinary gain (shown in the margin) on Form 4797, Part II, line 8, or if you do not use Form 4797 for other transactions, enter the gain on your Form 1040, line 16, and identify it as "From Form 4952."

L. Installment Sales.—If you sold personal property for more than \$1,000, or real property for any amount, you may be eligible to use the installment method to report any gain if: (1) there are no payments in the year of sale or (2) the payments in the year of sale do not exceed 30 percent of the selling price. The sales must provide for one or more payments in each of two or more taxable years.

For the treatment of a part of the payments as "unstated interest," an installment sale worksheet, and other information; please get **Publication 537, Tax Information on Installment and Deferred-Payment Sales**, from any Internal Revenue Service office.

M. Capital Gain Distributions.—See the instructions for Schedule B (Form 1040) on page 18.

N. Special Rules.—The following items may require special treatment: (1) transactions by a securities dealer, (2) wash sales of stock or securities, (3) bonds and other evidences of indebtedness if original issue discount is a factor, (4) certain real property subdivided for sale which may be considered a capital asset, (5) distributions received attributable to an employee pension, profit-sharing, or stock bonus plan (please see Form 4972 or Form 5544), (6) gain on the sale of depreciable property between husband and wife or between shareholder and a "controlled corporation" treated as ordinary gain, (7) gain on disposition of stock in a domestic international sales corporation, (8) gain or loss on options to buy or sell, including closing transactions, (9) transfer of property to a foreign corporation as paid-in surplus or as a contribution to capital, or to a foreign trust or partnership, and (10) the transfer of property to a partnership which would be treated as an investment company if the partnership were incorporated.

O. Sale of Personal Residence.—Tax on part or all of the gain from the sale of your principal residence must be deferred if:

(1) within 18 months after or before the sale, you purchase another principal residence and use it as such; or

(2) before the sale or within 18 months after the sale, you begin construction of a new principal residence and use it as such not later than two years after the sale.

If you sold your home for \$35,000 or less on or after your 65th birthday, and you owned and used it as your principal residence for at least five of the last eight years, any gain on the sale need not be included in income. If the property was sold for more than \$35,000, you may have to report part of the gain as income.

Form 2119 may be used to report the sale of your personal residence if you purchase a qualified replacement residence, or are 65 or older. Please get **Publication 523, Tax Information on Selling or Purchasing Your Home.**

P. Losses in Transactions Between Certain Persons.—A deduction is not allowed for a loss from the sale or exchange of property directly or indirectly between: (1) members of a family; (2) a corporation and an individual or a fiduciary owning more than 50 percent of the corporation's stock (liquidations excepted); (3) a grantor and fiduciary of a trust; (4) a fiduciary and a beneficiary of the same trust; (5) a fiduciary and a fiduciary or beneficiary of another trust created by the same grantor; (6) an individual and a tax-

exempt organization controlled by the individual or the individual's family; or (7) a partnership and a partner owning, directly or indirectly, more than 50 percent of the capital interest, or profits interest, in the partnership (other than a sale or exchange of an interest in the partnership).

Q. Long-term Capital Gains from Regulated Investment Companies.—You should include in income as a long-term capital gain the amount shown on Form 2439 that constitutes your share of the undistributed capital gains of a regulated investment company. Enter the tax paid by the company as shown on Form 2439 on Form 1040, line 61. Add to the basis of your stock, the excess of the amount included in income over the credit.

R. Losses on Small Business Stock.—Subject to limitations, you may deduct the loss on the sale, exchange, or worthlessness of Small Business (section 1244) stock as an ordinary loss, rather than as a capital loss.

S. Alternative Tax Computation.—It

may be to your advantage to use the alternative tax if the net long-term capital gain exceeds the net short-term capital loss, or if there is a net long-term capital gain only, and you are filing: (1) as a single person or unmarried head of household with taxable income over \$40,200; (2) a joint return, or as a qualifying widow(er) with dependent child, with taxable income over \$55,200; or (3) a separate return from your spouse and you have taxable income over \$27,600.

If the net long-term capital gain exceeds the net short-term capital loss, or if there is only a net long-term capital gain, you should figure the tax using the alternative method to determine if the resulting tax is less than the tax computed using the regular method.

For additional information about many of the items discussed in these instructions, please get **Publication 544, Sales and Other Dispositions of Assets**, or **Publication 550, Tax Information on Investment Income and Expenses**, from any Internal Revenue Service office.

Instructions for Schedule E (Form 1040)

PART I.—Pension and Annuity Income

General Rule for Annuities.—Generally, amounts you received from annuities and pensions are included in your income in an amount that is figured on your life expectancy. You may find this computation and your life expectancy multiple in the income tax regulations covering annuities and pensions.

Once you figure the excludable amount for a full year, it does not change so you will not have to refigure the amount to exclude each full year. In making this computation, you can get help from the Internal Revenue Service as well as from the payer of the annuity or pension.

Special Rule for Certain Types of Employees' Annuities.—A special rule applies for amounts received as employees' annuities if (1) the employer contributed part of the cost and (2) you will get back the amount you contributed within three years from the date of the first payment you receive under the contract. If both these conditions are met, you can exclude from income the payments you receive under the contract during the first three years, until you recover your cost. Your cost is the amount you contributed, plus the contributions your employer made on which you were previously taxed. **Note:** If you (1) filed your 1976 tax return on which you began to recover your pension or annuity cost, and (2) later learned that you could have excluded your pension or annuity payments under the sick-pay exclusion rules, but (3) were advised not to file an amended return and claim the sick-pay exclusion due to no change in your 1976 tax liability, then (4) you should add to the cost of your pension or annuity on your 1977 tax return the cost recovered on your original 1976 tax return. **(Caution.)**—Do not add interest shown as earned on your contributions to your an-

nnuity cost unless you were previously taxed on it.) After you recover your cost, all amounts you receive are fully taxable. This method of figuring taxable income also applies to the employee's beneficiary if the employee dies before receiving any annuity or pension payments.

Example: An employee received \$200 a month from an annuity. While working the employee contributed \$4,925 toward the cost of the annuity. The employer also made contributions toward the cost of the annuity, for which the employee was not taxed. The retired employee would be paid \$7,200 during the first three years, which exceeds the employee's contribution of \$4,925. The employee would exclude from income all the payments received as an annuity until \$4,925 is received. All payments received afterward are fully taxable.

Note: If you did not contribute to the cost of your annuity or you recovered your entire cost before January 1, 1977, you should report your annuity on Form 1040, line 17 instead of on Schedule E. (Do this even if you received a Form W-2P.)

Death Benefit Exclusion.—If you receive pension or annuity payments as a beneficiary of a deceased employee and the employee received no retirement pension or annuity payments, you may be entitled to a death benefit exclusion of up to \$5,000. For more information, please get **Publication 575, Tax Information on Pension and Annuity Income.**

Disability Pension and Annuity Payments.—If you meet all the following conditions, you may be eligible to claim the disability income exclusion (sick pay) (please see instructions for line 30, page 11, and for Form 2440, Disability Income Exclusion (Sick Pay)):

- (1) you have not reached age 65 at the end of the taxable year,
- (2) you have not reached mandatory retirement age at the beginning of the taxable year,

(3) you were permanently and totally disabled at the time of your retirement (or were permanently and totally disabled on January 1, 1976, or January 1, 1977 if you retired before the later date on disability or under circumstances which entitled you to retire on disability), and

(4) you have not made the irrevocable election not to claim the disability income exclusion (discussed below).

If you meet these four conditions, you should report your disability pension or annuity payments received during the taxable year on Form 1040, line 8 (except for amounts received for periods after mandatory retirement age). In addition, please enter on Form 1040, line 30 any part of your disability payments, that is eligible for the disability income exclusion from periods before the date on which you reach mandatory retirement age. At the earlier of the beginning of the taxable year in which you reach age 65 or the date on which you reach mandatory retirement age, you will begin to report the disability payments under an applicable pension or annuity rule.

If you do not meet all of the above conditions, the amounts you receive are not eligible for the disability income exclusion. In addition, if you do not meet condition 1 or 2, the amount you receive should be reported under an applicable pension or annuity rule. If any of these amounts are excludable as a recovery of your contribution, enter the total amount on line 3, Schedule E, and the excludable portion on line 4. If none of the amounts are excludable as a recovery of your contribution, enter the total amount on line 17 of Form 1040. See discussion below for details regarding election referred to in condition 4.

If you meet all the conditions except condition 3, report on line 8, Form 1040 all of the disability payments received for periods prior to the date on which you reach minimum retirement age. Amounts received for periods thereafter will be treated under an applicable pension or annuity rule (see the

preceding paragraph). Generally, **minimum retirement age** is the age at which you are eligible to receive a pension or annuity without regard to disability.

Mandatory retirement age is the age at which it has been the practice of your employer to terminate, because of age, the services of the class of employees to which you belong.

Before the time you start to report your disability payments under an applicable pension or annuity rule, you may not apply any of your pension or annuity cost against your disability payments. However, if (1) you retired on disability before January 1, 1977, and on December 31, 1975, or December 31, 1976, were entitled to exclude any amount with respect to such retirement disability payments from gross income as sick pay, or (2) you are eligible for the disability income exclusion, you may make an irrevocable election not to claim the disability income exclusion. If you make a valid irrevocable election, you should report your disability payments under an applicable pension or annuity rule, which allows you to apply your cost against your disability payments. The irrevocable election is applicable for the year of election, but may not be made for a year before 1976, and all following years.

To make the irrevocable election, please attach a statement to your tax return that (1) states you elect not to claim the disability income exclusion and will report your disability payments under an applicable pension or annuity rule, and (2) lists your qualifications for making the election. If you retired in 1977, you must also attach a certificate from a qualified physician attesting to your total and permanent disability at the time of your retirement. You may not make this election if you are a disability retiree who retired after December 31, 1976, and whose disability payments are not eligible for the disability income exclusion.

Any amounts you receive before you begin to treat your disability annuity under an applicable pension or annuity rule will be earned income for purposes of line 2b of Schedule RP and line 1 of the Earned Income Credit Worksheet.

If you have begun treating your pension under an applicable pension or annuity rule, any amounts received before you reach minimum retirement age that are not treated as a recovery of your contributions are earned income for purposes of line 2b of Schedule RP and line 1 of the Earned Income Credit Worksheet. Any amounts received after you reach minimum retirement age to the extent included in your gross income are retirement income for purposes of Schedule RP and not earned income for purposes of line 2b of Schedule RP.

Lump-Sum Distribution from Form 1099R.—If you received a lump-sum distribution from a profit-sharing or retirement plan, you should report the taxable amount paid as capital gain on Schedule D (Form 1040) and ordinary income on Form 1040.

You may be eligible to figure the tax on the ordinary income part of your lump-sum distribution under a special averaging method. If you make an irrevocable election, you may treat the long-term capital

gain part as ordinary income. Together with the regular ordinary income part of the lump-sum distribution, you may figure the tax on the distribution under a special averaging method. For more information, please get **Form 4972**, Special 10-year Averaging Method or **Form 5544**, Multiple Recipient Special 10-Year Averaging Method, and separate instructions.

PART II.—Rent and Royalty Income

Rent.—If you were not in the business of selling real estate, but received rent from property you own or control, report the total on Schedule E, Part II, column (b). If you received property as rent, instead of money, report its fair market value.

You should report amounts received from room rent and other space rentals in this part, unless you also provided services to the person renting from you. If you provided services, report the full amount received as business income in Schedule C (Form 1040). If you were in the business of selling real estate, report rentals received in Schedule C.

Except as provided below, you can deduct depreciation expense for rental property and all ordinary and necessary expenses, such as taxes, interest, repairs, insurance, agent's commissions, maintenance, and similar items. Do not deduct capital investments or improvements. You should add these to the basis of the property for the purpose of depreciation. For example, a landlord can deduct the cost of minor repairs, but not the cost of major improvements such as a new roof or remodeling. Do not deduct the value of your own labor.

If You Rent Part of Your House.—If you rent out only part of your property, you can deduct only the part of your expenses that relate to the rented part. If you do not know the exact amount of these expenses, figure them on a proportionate basis. For example, if you rent out half of your home and live in the other half, you should deduct only half the depreciation and other expenses.

Rental of Dwelling Unit Also Used for Personal Purposes (Including Vacation Home).—You are limited on the amount of deductions resulting from the rental of a dwelling unit, including a vacation home, if you use the dwelling for personal purposes more than the greater of 14 days or 10 percent of the number of days during the year for which the dwelling unit was actually rented at a fair rental. The deductible expenses resulting from the rental of the unit are limited to the amount by which the gross rental income is greater than the allowable deductions for interest, taxes, and casualty losses that are allocable to the rental use.

If the rental dwelling unit is rented for less than 15 days, no deductions (other than interest, taxes and casualty losses allowable on Schedule A (Form 1040)) are allowed and you should not report the rental income.

A dwelling unit includes a house, apartment, condominium, house trailer, boat or similar property.

For further information and for the method of figuring the part of expenses resulting from rental use, please get **Publication 530**, Tax Information for Homeowners.

Form 4831, Rental Income, is available at Internal Revenue Service offices, if you want to use it as an attachment to your return to report your rental income and expenses. If you use Form 4831, please be sure to carry over the net income or (loss) to Schedule E, line 8.

Rental Income Based upon Farm Production or Crop Shares.—You should report this income and related expenses on Form 4835, Farm Rental Income and Expenses and Summary of Gross Income from Farming or Fishing, if you meet all these tests:

(1) You received rental income based on farm production or you received crop shares based on the rental of all or part of your crop land on a crop share basis.

(2) You did not, to any great extent, take part in managing or operating the farm.

(3) Two-thirds of your gross income was from farming (fishing). Please see note below.

If you use Form 4835, please be sure to carry over the net farm rental profit or (loss) to Schedule E, line 9. You should report crop shares received only for the year in which they are converted to money or its equivalent, such as merchandise or property.

Note: For purposes of estimated tax, income received from crop shares and from rental based on farm production (but not a fixed rental that is not based on farm production) is considered to be income from farming. You should add this income shown on Form 4835, line 22, to your other income from farming (or fishing). If the total is at least two-thirds of your gross income, the penalty for not paying estimated tax will not apply if you file your tax return and pay the tax on or before March 1, 1978.

Royalties.—You should report on Schedule E, Part II, column (c), royalties from oil, gas or mineral properties, copyrights, and patents. If you hold an operating oil, gas, or mineral interest, report gross income and expenses in Schedule C (Form 1040). Under certain circumstances, you can treat amounts received on the disposal of coal and iron ore as the sale of a capital asset. For more information, please get **Publication 544**, Sales and Other Dispositions of Assets.

If State or local taxes were withheld from oil or gas payments you received, you should report in column (c) the gross amount of royalty, and include the taxes withheld by the producer in column (e), other expenses.

If you are involved in leasing personal property, certain other tangible property other than buildings, an elevator or escalator, or other real property that is or had been subject to an allowance for depreciation or amortization, any loss from the activity may not be greater than the total amount which you have "at risk" in the activity at the close of the taxable year.

PART III.—Partnerships, etc.

Partnership.—If you are a member of a partnership, joint venture, or the like, you should include on Schedule E, Part III, your share of the ordinary income (whether you received it or not) or the net loss for the partnership taxable year which ends during the year covered by your return or on the same day as that covered by your return.

In determining the loss to be reported on your own return, you may not claim your share of a partnership loss (including capital loss) that is in excess of the adjusted basis of your interest in the partnership at the end of the partnership's taxable year. In the case of liabilities incurred after December 31, 1976, the adjusted basis of your interest in the partnership (for determining limitations on losses) generally shall not include any portion of any partnership liability with respect to which you have no personal liability. This liability restriction does not apply if your interest is in a partnership whose principal activity is investing in real property, other than mineral property.

(The amount of a partner's distributive share of a partnership loss that the partner is allowed to deduct in the current taxable year may also be limited by the "at risk" provisions discussed below.)

Special "at risk" rules apply in the case of a partnership engaged in the activity of—

- (1) holding, producing, or distributing motion picture films or video tapes,
- (2) farming (cultivation of land, or raising or harvesting of any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training, and management of animals; however, trees (other than trees bearing fruit or nuts) shall not be treated as an agricultural or horticultural commodity),
- (3) leasing personal property, and certain other tangible property other than buildings, an elevator or escalator, or other real property that is or has been subject to an allowance for depreciation or amortization, or
- (4) exploring for, or exploiting, oil and gas resources,

as a trade or business or for the production of income.

Your share of any partnership loss from one of the above activities for the taxable year may not be greater than the total amount for which you are "at risk" for the activity at the close of the partnership's taxable year. **Note:** Any loss from such activity not allowed for your 1976 taxable year is treated as a deduction allocable to such activity for your 1977 taxable year.

You are generally considered to be "at risk" for an activity to the extent of the cash and the adjusted basis of other property you contributed to the activity, as well as any amounts borrowed for use in the activity for which you are either personally liable or have pledged property as security (other than property used in the activity).

Additional information concerning "at risk" limitations and a schedule of other items of income, deductions, credits, etc., to be carried to your individual return are contained on copy B of Schedule K-1 (Form 1065), Partner's Share of Income, Credits, Deductions, etc.

As a partner, you must include on Schedule SE your distributive share of partnership income or (loss) from the operation of a trade or business. This income is considered as net earnings from self-employment. For more information, please get **Publication 541**, Tax Information on Partnership Income and Losses.

Estates and Trusts.—If you are a beneficiary of an estate or trust, you should report your taxable part of its income whether you received it or not as follows:

Dividends from qualifying domestic corporations on Schedule B (Form 1040), Part II, line 3. **Note:** If total dividends received from all sources are \$400 or less, you may enter total on Form 1040, line 10a, without itemizing on Schedule B (Form 1040).

Short-term capital gains on line 2, Schedule D (Form 1040).

Long-term capital gains on line 9, Schedule D (Form 1040).

Other taxable income less deductions for depreciation and depletion and other deductions on Schedule E, Part III.

Please see Schedule K-1 (Form 1041) or get information from the fiduciary about these items. Include your share of items of tax preference on Form 4625.

A U.S. person who transferred property to a foreign trust may have to include the income resulting from the property in his or her taxable income, if during 1977, the trust had a U.S. beneficiary.

Income from Farming Reported in Part III.—If your gross income from farming (or fishing) is at least two-thirds of your gross income, the penalty for not paying estimated tax will not apply if you file your tax return, and pay the tax due, on or before March 1, 1978.

If you are a member of a partnership or if you are a beneficiary of an estate or trust reporting income from farming (or fishing) on Schedule E, Part III, please enter your share of partnership gross income or your part of fiduciary taxable income from farming (or fishing) in column (d).

Small Business Corporations.—If you are a shareholder in a small business cor-

poration which elected to have its current taxable income taxed to its stockholders, you should report—

(1) Actual dividend distributions (whether taxable as ordinary income or long-term capital gain) as dividend income in Schedule B (Form 1040), Part II, line 3.

Subtract from the actual dividend distribution the non-dividend (distribution of previously taxed income) part on Schedule B, Part II, line 6, and the long-term capital gain portion on Schedule B, Part II, line 5. Also include the long-term capital gain part on Schedule D, line 7.

(2) Constructive dividends reported to you on Schedule K-1 (Form 1120S) taxable as ordinary income (loss) on Schedule E, Part III.

(3) Constructive dividends reported to you on Schedule K-1 (Form 1120S) taxable as long-term capital gain on Schedule D, line 10.

If you are a shareholder claiming a deduction for a net operating loss, please attach to your return a computation of the adjusted basis of your stock in the corporation and the adjusted basis of any debt the corporation owes you. Your net operating loss deduction is limited to that amount.

Special "at risk" rules set forth under Part III.—Partnership, etc., are also applicable to a small business corporation. Please read these special "at risk" rules by inserting "a small business corporation" where "partnership" appears and "shareholder" where "partner" appears.

Depreciation

You can deduct a reasonable allowance for the exhaustion, wear and tear, and obsolescence of property used in a trade or business, or property held for the production of income. The allowance is not allowed for stock in trade, inventories, land, and personal assets. Please see **Form 4562**, Depreciation, for information on depreciation methods, limitations and special rules.

Note: Your total additional first-year depreciation deduction from all sources is limited to \$2,000 (\$4,000 if filing jointly).

Class Life Asset Depreciation Range (CLADR) System and Class Life (CL) System.—If you figure depreciation by using the Class Life Asset Depreciation Range (CLADR) System for assets put in service after December 31, 1970, you must file Form 4832, Class Life Asset Depreciation Range (CLADR) System. If you figure depreciation by using the Class Life (CL) System for assets put in service before January 1, 1971, you do not have to file a form, but you must keep the records required by the regulations. For more information, please get **Publication 534**, Tax Information on Depreciation.

your spouse, one of you is 65 or older and the other is under 65 and has public retirement income, then you may elect to figure your credit under Schedule RP (Form 1040)—Credit for the Elderly—Individual(s) Under 65 Having Gross Income from a Public Retirement System as a Result of His (Her) Services or Services of His (Her) Deceased Spouse.

Instructions for Schedule R (Form 1040)

Credit for the Elderly— Individual(s) 65 or Over Having Any Type of Income

If you are 65 or older and have any type of in-

come, you may be able to take a credit against your tax.

To determine your credit, you must use Schedule R. However, if you are married filing jointly with

If you do not make this election you must figure the credit under Schedule R.

Special Rules.—

(1) Married couples must file joint returns to be eligible for the credit. No credit is allowed to a married couple who lived together at any time during the taxable year unless they file a joint return. However, a married couple who did not live together at any time during the taxable year does not have to file a joint return to be eligible for the credit.

(2) The credit is available regardless of work experience in earlier years.

(3) No credit is allowed to a nonresident alien unless the nonresident alien and his or her spouse who is a citizen or resident of the United States elect to be taxed on their worldwide income and file a joint return.

Figuring the Credit.—If you are having IRS figure your tax and also want them to figure your credit for the elderly, please see page 4 of the instructions.

If you are figuring the credit yourself, you will need to read the following instructions. If you and your spouse are eligible to make the election noted previously, read the instructions and complete Schedule R and Schedule RP to determine your maximum credit. Fill in only one schedule (either Schedule R or Schedule RP) and file it with your return.

The maximum initial amount of income on which you can take the credit is based on your filing status and, if married, the age of your spouse.

Then your maximum amount for credit computation is:

If you are:

Single (Includes Unmarried Head of Household and Qualifying widow(er) with dependent child), 65 or over	\$2,500
Married filing jointly and only one spouse is 65 or over	2,500
Married filing jointly and both spouses 65 or over	3,750
Married filing a separate return, 65 or over, and have not lived with your spouse at any time during the taxable year	1,875

From this amount you must subtract (on lines 2a and b), certain exempt pensions and annuities, and you may also have to subtract a part of your adjusted gross income as shown on Form 1040, line 31. The maximum amounts allowable as a credit are shown below, but the credit cannot be more than the amount of tax shown on Form 1040, line 37.

\$375 (15 percent of \$2,500) on a separate return if single and 65 or over or on a joint return where one spouse is 65 or over.

\$562.50 (15 percent of \$3,750) on a joint return if both spouses are 65 or over.

\$281.25 (15 percent of \$1,875) on a separate return if married, 65 or over, and have not lived with your spouse at any time during the taxable year.

Please figure your credit as follows:

Check filing status and age box.

Line 1.—Enter the initial amount of income for credit computation as instructed on the schedule.

Line 2a.—Enter the following pensions and annuities received during 1977.

(1) Pensions and annuities received under the Social Security Act or Railroad Retirement Acts. For social security pension, enter the gross amount before deduction of any amount withheld to pay medicare insurance premiums.

(2) Any other pensions and annuities that are not taxed. Include the total monthly payments you received from a matured U.S. Government life insurance endowment contract that do not result from the cost of the contract. (Do not include supplemental annuities under the Railroad Retirement Acts, military disability pensions, or any amount treated as a return of your cost.)

Do not include on this line amounts excluded from gross income such as amounts received under accident or health insurance plans or as compensation for injury or sickness.

Line 2b.—Show one-half of the excess of your adjusted gross income (Form 1040, line 31) over:

\$7,500 if single.

\$10,000 if filing a joint return.

\$5,000 if married filing a separate return.

Line 3.—Add lines 2a and b and enter total on line 3.

Line 4.—Subtract line 3 from line 1 and enter the difference on line 4. (If line 3 is more than line 1, enter zero on line 4.)

Lines 5 through 7.—Complete these lines as instructed on the schedule.

If you need more information, please get **Publication 524, Tax Credit for the Elderly**. It gives examples of how to figure the credit and also sample filled-in schedules.

Instructions for Schedule RP (Form 1040)

Credit for the Elderly—

Individual(s) Under 65 Having Gross Income from a Public Retirement System as a Result of His (Her) Services or Services of His (Her) Deceased Spouse

If you are under 65 and have gross income from a public retirement system resulting from your services or services of your deceased spouse, you may be able to take a credit against your tax.

To determine your credit, you must use Schedule RP. However, if you are married filing jointly and your spouse is 65 or older, unless both of you have elected to figure the credit under Schedule RP, you must determine the credit by using Schedule R (Form 1040)—Credit for the Elderly—Individual(s) 65 or Over Having Any Type of Income.

Special Rules.—

(1) Married couples must file joint returns to be eligible for the credit. No credit is allowed to a married couple who lived together at any time during the taxable year unless they file a joint return. However, a married couple who did not live together at any time during the taxable year does not have to file a joint return to be eligible for the credit.

(2) The credit is available regardless of work experience in earlier years.

(3) No credit is allowed to a nonresident alien unless the nonresident alien and his or her spouse who is a citizen or resident of the United States elect to be taxed on their worldwide income and file a joint return.

Figuring the credit.—If you are having IRS figure your tax and also want them to figure your credit for the elderly, please see page 4 of the instructions.

If you are figuring the credit yourself, please follow the instructions below.

The maximum amount of retirement income on which you can take the credit is based on your filing status and, if married, the age of your spouse.

Then your maximum amount for credit computation is:

If you are:

Single (Includes Unmarried Head of Household and Qualifying widow(er) with dependent child) under 65	\$2,500
Married filing jointly and one spouse 65 or over (applicable only if election made)	3,750
Married filing jointly and both spouses under 65	3,750

Then your maximum amount for credit computation is:

If you are:

Married filing a separate return, under 65, and have not lived with your spouse at any time during the taxable year	1,875
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Note: The \$3,750 must be divided between you and your spouse on a joint return, but no more than \$2,500 may be allocated to either.

From this amount you must subtract certain exempt pensions and annuities and you may also have to subtract a part of your 1977 earned income. The maximum amounts allowed as a credit are shown below, but the credit cannot be more than the amount of tax shown on Form 1040, line 37.

\$375 (15 percent of \$2,500) on a separate return if single and under 65.

\$562.50 (15 percent of \$3,750) on a joint return if one spouse is 65 or over or on a joint return where both spouses are under 65.

\$281.25 (15 percent of \$1,875) on a separate return if married, under 65, and have not lived with your spouse at any time during the taxable year.

Please figure the credit as follows:

Please enter the name of the public retirement system of the spouse under 65. If both you and your spouse are under 65 and receive public retirement system income, please enter the name of the public retirement system of both you and your spouse. Please identify the public retirement system received by the husband with a (H) and the wife with a (W).

Check filing status and age box. By checking the box for a married couple filing a joint return where one spouse is 65 or over, you and your spouse elect to figure your credit under Schedule RP.

Line 1.—Enter the maximum amount of retirement income for credit computation as instructed on the schedule.

On a joint return, a married couple must divide the maximum amount of retirement income between them, but not more than \$2,500 may be allocated to either. Please use column A for wife and column B for husband.

Exception.—If you and your spouse are making the election previously mentioned to use Schedule RP, the spouse under 65 should use column B.

Line 2a.—Show the following pensions and annuities received during 1977.

(1) Pensions and annuities received under the Social Security Act or Railroad Retirement Acts. For social security pension, show the gross amount before deduction of any amount withheld to pay medicare insurance premiums.

(2) Any other pensions and annuities that are not taxed. Include the total monthly payments you received from a matured U.S. Government life insurance endowment contract that do not result from the cost of the contract. (Do not include supplemental annuities under the Railroad Retirement Act, military disability pensions, or any amount treated as a return of your cost.)

Do not include on this line amounts excluded from gross income such as amounts received under accident or health insurance plans or as compensation for injury or sickness.

Line 2b.—Show earned income received during 1977 on line (i) or (ii), depending on your age. If you or your spouse

was 72 or older on January 1, 1978, do not make an entry on this line for him or her.

Earned income is wages, salaries, professional fees or other amounts received as payment for work or services. A regular annuity or pension is not earned income.

If you or your spouse was in a trade or business in which both personal services and capital were to a great extent income-producing factors, you should consider a reasonable amount (but not over 30 percent of your net profits) as earned income.

Line 3.—Add lines 2a and b and enter total on line 3.

Line 4.—Subtract line 3 from line 1 and enter the difference on line 4. (If line 3 is more than line 1, enter zero on line 4.) If the amount you entered on line 4 for column A or B is more than zero, please complete the rest of the schedule to figure your credit. If both columns are zero or less on line 4, you cannot take a credit for the elderly so do not complete the rest of the schedule.

Line 5.—If you are under 65, enter your retirement income on line a. Please see below for what income to enter.

If you are 65 or older, enter your retirement income on line b. Please see below for what income to enter.

What is Retirement Income.—

(a) If you were under 65 on January 1, 1978, your retirement income includes only the amount you received during 1977 from a pension or annuity under a public retirement system as a result of your services or services of your deceased spouse, which is reported as income on Form 1040. (A public retirement system is one set up by the Federal Government, or a State, county, city, etc.)

If you retired from the Federal, State, etc. Government on disability and were under age 65 at the end of your taxable year, your disability annuity payments are earned income and not retirement income unless the payments (1) are for periods after the date on which you reached the minimum retirement age and (2) are ineligible for the disability income exclusion. Such payments are ineligible for the disability income exclusion if you:

(i) received the payments for a period

after you reached mandatory retirement age,

- (ii) were not permanently and totally disabled when you retired (and were not permanently and totally disabled on January 1, 1976 or January 1, 1977, if you retired before the later date on disability or under circumstances which entitled you to retire on disability), or
- (iii) have made a valid irrevocable election not to claim the disability income exclusion.

Generally, minimum retirement age is the age at which you are eligible to receive a pension or annuity without regard to disability. **Mandatory retirement age** is the age at which it has been the practice of your employer to terminate, because of age, the services of the class of employees to which you belong.

For information on how to report your disability retirement income, please see Instructions for Schedule E.

(b) If you were 65 or older on January 1, 1978, your retirement income includes the amounts received during 1977 from pensions, annuities, interest, rents, dividends, proceeds of retirement bonds, and amounts received from individual retirement accounts and individual retirement annuities which are reported as income on Form 1040. It does not include royalties. (For this purpose, income from rents means the full amount received before subtracting depreciation or any other expenses.)

Lines 6 through 10.—You should complete these lines as instructed on the schedule.

If you need more information, please get **Publication 524, Tax Credit for the Elderly**. It gives examples of how to figure the credit and also sample filled-in schedules.

Married Residents of Community Property States.—If you are married filing a joint return and live in a community property State, you should disregard community property laws for purposes of computing the credit for the elderly on Schedule RP. The total of all taxable and nontaxable income used in computing the credit is considered that of the individual whose services gave rise to the income.

Instructions for Schedule C (Form 1040)

Note: You may be entitled to claim the new jobs credit if you hired additional employees this year. However, you may not take a deduction for that portion of the wages or salaries paid or incurred which is equal to the amount of the new jobs credit allowable before application of the tax liability limitations. Please see Form 5884, New Jobs Credit, and Publication 902, Tax Information on Jobs Tax Credit, for additional information.

If you owned a business or practiced a profession, you should complete Schedule C. Then enter your net profit or loss on Form 1040, line 13. If you had more than

one business, or if you and your spouse had separate businesses, complete a Schedule C for each business. Farmers should use Schedule F (Form 1040).

If some of your expenses are part business and part personal, you can deduct only the business part. For example, if only half of your car usage is for business, you can deduct only half of the cost of operating the car.

You should report sales, exchanges, or involuntary conversions of certain trade or business property on Form 4797, Supplemental Schedule of Gains and Losses.

You have to pay the social security self-employment tax on income from any trade

or business, unless specifically excluded. Please see Schedule SE.

Deductions For Business Use of a Dwelling Used as a Residence.—You may deduct, within certain limits, business use expenses that are allocable to a portion of your home only if that portion is exclusively used on a regular basis:

- (a) as your principal place of business,
- (b) as a place of business used by your patients, clients, or customers in meeting or dealing with you in the normal course of your trade or business, or
- (c) in connection with your business if it is a separate structure that is not attached to your dwelling unit.

You may also deduct expenses allocable to space within your home that is used on a regular basis as a storage unit for inventory held for use in your trade or business of selling products at retail or wholesale, but only if your home is the sole fixed location of your trade or business.

Limitation on Deduction.—Subtract the allowable interest, taxes and casualty losses allocable to business or storage use from the amount of gross income derived from trade or business use and determine the balance. You may deduct so much of your other expenses allocable to business or storage use that do not exceed this balance.

The interest, taxes, or casualty losses not allocable to business or storage use may be taken as itemized deductions on Schedule A (Form 1040).

Special Rule for Day Care Services.—If you use space in your home on a regular basis in your trade or business of providing day care services, you may deduct the business expenses attributable to the business use even though you also use the same space for nonbusiness purposes. To figure your deduction, you must allocate your expenses for the space by the ratio of hours of business use to total hours of availability for all uses. You must also comply with applicable State licensing, certification, or approval requirements in order to deduct expenses accrued after August 31, 1977.

For more information, please get **Publication 587, Business Use of Your Home**. See Instructions for **Schedule E (Form 1040)** for information on deductions for rental of a dwelling used as a residence.

Limited Deduction for Losses Arising from Certain Activities

If you are engaged in the activity of:

- (1) holding, producing, or distributing motion picture films or video tapes,
- (2) farming (see the instructions for Schedule F (Form 1040) for a definition of farming),
- (3) leasing personal property, and certain other tangible property other than buildings, an elevator or escalator, or other real property that is or has been subject to an allowance for depreciation or amortization, or
- (4) exploring for, or exploiting, oil and gas resources,

as a trade or business or for the production of income, any loss from that activity may not exceed the total amount you have risked (amount that you personally invested plus any amount for which you are personally liable).

Note: Enter as a deduction on line 19, any amount of loss from such activity that was incurred in 1976, but not allowed for that year.

Accounting Methods and Records.—You must use the cash method on your return unless you kept books of account. If you

kept such books, you can use either the cash method, accrual method, or in certain limited situations the completed contract or percentage of completion methods. The method or methods used must properly reflect your income.

Cash method means you generally show all items of taxable income actually or constructively received during the year (whether in cash, property, or services) and those amounts actually paid during the year for deductible expenses. Income is constructively received when it is credited to your account or set aside for you to draw on at any time.

Accrual method means you report income when earned, even if not received, and deduct expenses when incurred, even if not paid during the taxable year.

Item A—Principal Business Activity and Product.—You should give the one business activity that accounted for the largest percentage of gross income included in Schedule C, page 1, line 1. State the broad field of business activity as well as the product or service. For example, "wholesale—drugs," "retail apparel."

Item C—Employer Identification Number.—You do not need an employer identification number unless you were required to file an employment, excise, or alcohol, tobacco, and firearms tax return or maintain a Keogh (H.R. 10) plan.

Item D—Business Address.—Do not use your home address as a business address unless you actually conducted the business from your home. You should show the street address rather than the box number.

Item F—Information Returns.—You may be required to file information returns for wages paid to employees, certain payments of fees and other non-employee compensation, interest, rents, royalties, annuities and pensions. For more detailed information, please see instructions for Forms W-3 (Transmittal of Wage and Tax Statements) and 1096 (Annual Summary and Transmittal of U.S. Information Returns).

Income

Line 1—Gross Receipts or Gross Sales.—Please enter gross receipts or sales from your trade or business, except those items required to be reported on line 4. (See instructions for line 4.)

Returns and Allowances.—You should enter such items as returned sales, rebates, and allowances from the sale price or service charge.

Installment Sales.—If you use the installment method of reporting income from sales, please attach to your return a schedule showing separately for 1977 and the three preceding years:

- (1) gross sales,
- (2) cost of goods sold,
- (3) gross profit,
- (4) percentage of gross profits to gross sales,
- (5) amounts collected, and
- (6) gross profits on amounts collected.

Line 2—Cost of Goods Sold, Schedule C-1.—If you were engaged in a trade or business in which the production, purchase, or

sale of merchandise was an income producing factor, inventories of merchandise must be taken into account at the beginning and end of your taxable year.

The inventories can be valued at:

- (1) cost,
- (2) cost or market, whichever is lower, or
- (3) any other method approved by the Commissioner of Internal Revenue.

You must continue to use the same valuation method you adopted for the first year you took inventory unless you get permission to change your method by applying to the Commissioner of Internal Revenue, Washington, D.C. 20224. You should use Form 3115 to apply for permission, and file it with the Service within 180 days after the beginning of the taxable year in which you want to use the new method.

Cost of Operations (Where Inventories are Not an Income-determining Factor).—If the amount entered on line 2 includes an amount applicable to cost of operations, you should complete the appropriate lines of Schedule C-1.

Line 4—Other Income.—Include on line 4 finance reserve income, sales of scrap, amounts recovered from bad debts, and interest, as well as other kinds of miscellaneous income from your trade or business.

Deductions

Line 6—Depreciation.—You can deduct a reasonable allowance for the exhaustion, wear and tear, and obsolescence of property used in a trade or business, or property held for the production of income. The allowance is not allowed for stock in trade, inventories, land, and personal assets. Please see **Form 4562** for information on depreciation methods, limitations and special rules.

Class Life Asset Depreciation Range (CLADR) System and Class Life (CL) System.—If you figure depreciation by using the Class Life Asset Depreciation Range (CLADR) System for assets put in service after December 31, 1970, you must file **Form 4832, Class Life Asset Depreciation Range (CLADR) System**. If you figure depreciation by using the Class Life (CL) System for assets put in service before January 1, 1971, you do not have to file a form, but you must keep the records required by the regulations. For more information, please get **Publication 534, Tax Information on Depreciation**.

Line 9—Repairs.—You can deduct the cost of incidental repairs, including labor (but not the value of your own labor), supplies, and other items, that do not add to the value or appreciably lengthen the life of the property. Amounts spent to restore or replace property are not deductible. They are chargeable to capital accounts or to depreciation reserve, depending on how depreciation is charged on your books. You should include on line 9 the total amount of repairs from Form 4832 if the Class Life Asset Depreciation Range (CLADR) System of depreciation is used.

Line 14—Amortization.—You may elect to amortize expenditures for pollution con-

tol facilities and on-the-job training and child care facilities ratably over a 60 month period instead of taking the depreciation deduction. You may also elect to amortize expenditures for research or experimentation or a trade mark or trade name ratably over a period of not less than 60 months. For more information, please get **Publication 535, Tax Information on Business Expenses and Operating Losses.**

Treatment of Nonresidential Real Property Construction Period Interest and Taxes.—Special rules apply if you began construction of nonresidential real property after December 31, 1975, and construction was not completed within the same taxable year.

If the construction period interest and taxes were paid or accrued in 1976, only 50 percent of those amounts should have been deducted in 1976; 16 $\frac{2}{3}$ percent is deductible in 1977 (or in the taxable year in which the property is ready to be placed in service or is ready to be held for sale, whichever is later) and each following year until the full amount has been allowable as a deduction.

If the construction period interest and taxes were paid or accrued in 1977, only 20 percent is deductible in 1977; 20 percent is deductible in 1978 (or in the taxable year in which the property is ready to be placed in service or is ready to be held for sale, whichever is later) and following taxable years, until the full amount has been allowable as a deduction.

Nonresidential real property means real property that is not or cannot reasonably be expected to be residential rental property, real property held for sale as dwelling units, or low-income housing.

Line 15a—Retirement Plans, etc.—You should enter the amount you claim as a deduction for contributions to a pension, profit-sharing, or annuity plan, or plans, for the benefit of your employees. If the plan includes you as a self-employed person, you should enter contributions made as an employer on your behalf (but not voluntary contributions you made as an

employee) on Form 1040, line 25, instead of on Schedule C, line 15a.

For detailed filing requirements, please see instructions for Form 1040, line 25, on page 10.

Line 15b—Employee Benefit Programs.—You should enter the amount of your contributions to employee benefit programs that are not an incidental part of a pension or profit-sharing plan included on line 15(a). Include on line 15(b) contributions to insurance, health, and welfare programs.

Line 16—Interest on Business Indebtedness.—Generally, a cash basis taxpayer, who in 1977 prepaid interest allocable to any period after 1977, can only deduct the amount allocable to 1977. See **Publication 545, Income Tax Deduction for Interest Expense.**

Do not include on line 16, interest that your trade or business paid or accrued on debts incurred to purchase or carry property held for investment. You should claim this interest on investment debts on Schedule A (Form 1040). For further information, please see Schedule A (Form 1040) instructions.

Line 17—Bad Debts from Sales or Services.—You should include on this line debts, or portions of them, arising from sales or professional services that were included in income and definitely known to be worthless; or a reasonable amount that was added during the taxable year to a reserve for bad debts. A debt which is deducted as bad and which reduces your tax must, if later collected, be included as income for the year in which collected. For more information, please get **Publication 548, Tax Information on Deductions for Bad Debts.**

Line 18—Depletion.—If a deduction is claimed on account of timber depletion, you should attach Form T to your return.

Line 19—Other Business Expenses.—You should include all ordinary and necessary business expenses. Do not include cost of business equipment or furniture, amounts

spent for replacements or permanent improvements to property, or personal living and family expenses.

Automobile Expenses, Special Rule.—Please see page 10 for optional method of figuring deductible automobile expenses.

Schedule C-3—Expense Account Information.—Expense account allowance means (a) amounts other than compensation, received as advances or reimbursements, and (b) amounts paid by or for you for expenses incurred by or for yourself or your employees, including all amounts charged through any type of credit card, for which a deduction is claimed in this schedule. This term does not include amounts paid for (a) the purchase of goods for resale or use in your business, and (b) incidental expenses, such as the purchase of office supplies or for local transportation in connection with an errand. You should keep records as proof of amounts spent for entertainment.

Foreign Conventions.—Generally, no deduction is allowed for attendance at more than two foreign conventions during your taxable year. The amount of expenses you can deduct are also subject to special limitations based on the amount of time actually devoted to business, etc.

In order to deduct any expenses for a foreign convention you must attach both of the following to your tax return for the year in which the expenses are deducted:

(1) Your signed statement indicating the total days of the trip, the days and amounts spent traveling, the number of hours each day you devoted to scheduled business activities, a program of the business activities; and

(2) A written statement, signed by an officer of the organization or group sponsoring the convention that includes a schedule of business activities for each day of the convention and the number of hours of each day you attended such scheduled business activities.

For more information, please get **Publication 463, Travel, Entertainment, and Gift Expenses.**

Instructions for Schedule SE (Form 1040)

Important Notice: If you are self-employed and Form 1040, line 31, is less than \$8,000, it may be necessary for you to complete lines 1 through 13 of Schedule SE (Form 1040), even though your self-employment income is less than \$400. You may be eligible to claim the earned income credit. Please see page 2. Income exempt from self-employment tax as a result of filing Forms 4029 or 4361, is not earned income for purposes of the earned income credit.

Schedule SE provides the Social Security Administration with information on self-employment income necessary for figuring benefits under the social security program. You have to pay social security self-employment tax regardless of age, and even

though you are receiving social security benefits.

To assure proper credit to your account, please enter your name and social security number on Schedule SE exactly as they are shown on your social security card.

Fiscal year filers must use the tax rate and earnings base that are applicable at the time in which their fiscal year begins. No proration of the tax or earnings base is required for a fiscal year that overlaps the date of a rate or earnings base change.

Ministers, Members of Religious Orders, and Christian Science Practitioners.—If you are a duly ordained, commissioned, or licensed minister of a church, a member of a religious order (who has not taken a vow of poverty) or a Christian Science practitioner, you are subject to social security self-employment tax. But you can,

under certain conditions, request to exempt your income from service as a minister, member, or practitioner by filing Form 4361. If you filed Form 4361 and you have no other income subject to social security self-employment tax, write "Exempt—Form 4361" on Form 1040, line 48. (**Note:** If you filed Form 4361 but have \$400 or more from other net earnings subject to self-employment tax, you must complete Schedule SE.) You can get forms, schedules, and publications from any Internal Revenue Service office. If you previously filed an effective waiver certificate, Form 2031, to pay social security self-employment tax, you cannot file for an exemption. For more information please get **Publication 517, Social Security for Members of the Clergy and Religious Workers.**

Members of Certain Religious Sects.—If you have conscientious objections to social security insurance because of your belief in

the teachings of a recognized religious sect of which you are a member, you can file Form 4029 to get exemption from self-employment tax. If you filed Form 4029, do not file Schedule SE. Instead, write "Exempt-Form 4029" on Form 1040, line 48.

Coverage of Ministers and Members of Religious Orders Who Are U.S. Citizens Serving Outside the U.S.—Ministers and members of religious orders who are U.S. citizens serving outside the U.S. (such as missionaries) may figure net earnings from self-employment as if they were serving in the U.S. Ministers or members of a religious order who are serving in a possession of the U.S. or in a foreign country must include their income in figuring net earnings from self-employment. This provision applies to ministers who have not elected to be exempt from coverage.

Christian Science practitioners are not included in this provision. The provision applies only to ministers and members of religious orders.

If you are a minister or member of a religious order, you must include in your earnings from self-employment (but not for income tax purposes) the rental value of a home furnished you or an allowance for it. You must also include the value of meals and lodging furnished you for the convenience of your employers.

U.S. Citizens Employed by Foreign Governments or International Organizations.—You are subject to the social security self-employment tax if you are a U.S. citizen employed in the U.S., Puerto Rico, Guam, American Samoa, or the Virgin Islands by a foreign government, an instrumentality wholly owned by a foreign government, or an international organization organized under the International Organizations Immunities Act. You should report income from this employment on Schedule SE, line 5(d).

Self-employment Income of Certain Individuals Temporarily Living Outside the U.S.—U.S. citizens who are self-employed outside the U.S. and who keep their residences in the U.S. must figure their net earnings from self-employment in the same way as those who are self-employed in the U.S. The exclusion of income earned abroad for income tax purposes does not apply to the social security self-employment tax. This provision does not apply to U.S. citizens who have established residence in a foreign country.

Fee Basis State or Local Government Employees.—Fees received for functions and services performed by these employees (including public officers who in this capacity are employees) are subject to self-employment tax if the functions and services are performed in positions which are: (1) compensated solely on a fee basis; and (2) not covered under a Federal-State social security coverage agreement.

Adjustments

You should exclude from Schedule SE, line 2, any item of income or expense that is not included in the computation of net earnings from farm self-employment and

attach an explanation. Also exclude from Schedule SE, line 2, any additional first-year depreciation or unreimbursed expenses resulting from farm partnership income.

Use Schedule SE, line 7, to exclude any amounts reported in Schedule C that should not be taken into account in figuring your nonfarm self-employment income. Deduct additional first-year depreciation from nonfarm partnerships on Schedule SE, line 7.

In figuring net earnings from self-employment, do not take into account income (or loss) or any deductions for expenses connected with this income from the following sources:

A. Employees and Public Officials.—Income (fees, salaries, etc.) from the performance of services as: (1) a public official (except as noted above); (2) an employee or employee representative under the railroad retirement system; or (3) an employee (except as indicated above).

Note: *An employee 18 or over who has income from the sale of newspapers or magazines to an ultimate consumer is subject to self-employment tax if the employee kept the profits from those sales.*

B. Certain Payments to Retired Partners.—Income received by a retired partner under a written partnership plan that provides for lifelong periodic retirement payments if the retired partner has no interest in the partnership (except for the right to the retirement payments) and did not perform services for the partnership during the year.

C. Real estate rentals.—Rentals from real estate, except rentals received in the course of a trade or business as a real estate dealer. These include cash and crop shares received from a tenant or sharefarmer. You should report these amounts on Schedule E, Part II. However, rental income from a farm is not excluded if the rental arrangement provides for material participation by the landlord and the landlord does participate materially in the production or in the management of the production of one or more farm products on his or her land. This income represents farm earnings and should be reported on Schedules F and SE.

Note: *To determine whether you participated materially in farm management or production, do not consider the activities of any agent who acted for you.*

The following are not real estate rentals: payments for the use or occupancy of rooms or other space where services are also furnished to the occupant, such as rooms in hotels, boarding houses, apartment houses, furnishing hotel services, tourist camps or homes; or payments for space in parking lots, warehouses, or storage garages. These payments must be included in figuring net earnings from self-employment.

D. Dividends and Interest.—Dividends on shares of stock and interest on bonds, debentures, notes, certificates, or other evidence of indebtedness, issued with interest coupons or in registered form by a cor-

poration, or by a government or its political subdivisions, unless received in the course of a trade or business as a dealer in stocks or securities.

E. Property Gains and Losses.—Gain or loss: (1) from the sale or exchange of a capital asset; (2) from certain transactions involving timber, coal, or domestic iron ore; or (3) from the sale, exchange, involuntary conversion, or other disposition of property if that property is neither (a) stock in trade or other property of a kind which would properly be includible in inventory if on hand at the close of the taxable year; nor (b) property held primarily for sale to customers in the ordinary course of the trade or business.

F. Net Operating Losses.—No deduction for net operating losses of other years is allowed in figuring net earnings from self-employment.

More Than One Trade or Business

If you farmed and also had one or more other trades or businesses, your net earnings from self-employment are the combined net earnings from self-employment of all your trades and businesses. Thus, if you had a loss in one trade or business, it reduces the income from another trade or business. In these cases, please use both Schedule F and Schedule C to figure net profit from the farm and nonfarm activities respectively. Make the combined computation of self-employment tax on Schedule SE.

Joint Returns

For a joint return, you should show the name of the spouse with self-employment income on Schedule SE. If both you and your spouse have self-employment income, each of you must file a separate Schedule SE. You should include the total of profits or (losses) from all businesses on Form 1040, line 13 or 19, as appropriate. Then enter the combined self-employment tax on Form 1040, line 48.

Community Income

For the purpose of figuring net earnings from self-employment, if any of the income from a trade or business, including farming, is community income, all the income from that trade or business is considered the income of the husband, unless the wife exercises substantially all the management and control of the operation. In that case, all the income is considered the wife's.

If you file separate returns, please attach Schedules C and SE or Schedules F and SE to the return of the spouse with self-employment income. Community income included on these schedules must be divided, for income tax purposes, on the basis of the community property laws.

Partnerships

In figuring your combined net earnings from self-employment, you should include your entire share of earnings from a partnership, including any guaranteed payments. No part of that share can be allocated to your spouse, even though the in-

come may, under State law, be community income. However, in the case of a husband and wife farm partnership, as in other partnerships, the distributive share of each must be entered as partnership income on Schedule E (Form 1040) Part III, for income tax purposes, and on Schedule SE, line 1(b), for self-employment tax purposes. (You should report nonfarm partnership income in Schedule SE, line 5(b), for social security self-employment tax purposes.)

Note: *If a member of a continuing partnership dies, part of the deceased partner's distributive share of the partnership's ordinary income or (loss) for the taxable year of the partnership in which the partner died must be included in the partner's net earnings from self-employment.*

Optional Method for Computing Net Earnings From Farm Self-Employment

If your gross profits for the year from farming were not more than \$2,400, you can report two-thirds of your gross profits from farming instead of your actual net earnings from farming. If your gross profits from farming were more than \$2,400, and your actual net earnings from farming were less than \$1,600, you can report \$1,600.

There is no limitation on frequency of electing the optional method for self-employment income solely from farming. If this method is used, however, it must be applied to all farm earnings from self-employment for the year. It may be used to increase or decrease net farm earnings and it may be used even if the farming operation resulted in a loss. You may change the method (either from actual net to optional net or the reverse) after you file your return. The change may be made by the taxpayer or someone qualified to act on the taxpayer's behalf if the taxpayer is incompetent or deceased.

For the optional method, you should figure your share of gross profits from the farm partnership according to the partnership agreement. In the case of guaranteed payments, your share of the partnership's gross profits is your guaranteed payment plus your share of the gross profits after such gross profits are reduced by all guaranteed payments of the partnership.

Optional Method for Computing Net Earnings From Nonfarm Self-Employment

If you are a regularly self-employed individual you may, if you meet certain conditions, use an optional method to determine your net earnings from nonfarm self-employment. The option is available when your actual earnings from nonfarm self-employment are less than \$1,600 and less than two-thirds of your gross nonfarm profits.

Under the nonfarm optional method, you as a regularly self-employed individual may report two-thirds of your gross nonfarm profits (but not more than \$1,600) as your net earnings from self-employment if your net earnings from such self-employment are less than \$1,600 and less than two-thirds of your gross nonfarm profits from such self-employment. However, unlike the farm optional method, the nonfarm optional method does not permit you to report less than your actual net earnings from nonfarm self-employment.

You may use the optional method of figuring net earnings from nonfarm self-employment if you are: (1) regularly self-employed, or (2) regularly a member of a partnership. This requirement is met if you had actual net earnings from self-employment of \$400 or more (including your distributive share of the income or loss from any partnership of which you are a member) from trades or businesses (nonfarm and farm) in at least 2 of the 3 consecutive

years immediately preceding the year for which you elect to use the nonfarm option.

Do not use the optional method of figuring net earnings from nonfarm self-employment for more than 5 years. The 5 years need not be consecutive.

If both nonfarm and farm businesses are involved, the nonfarm option may be used only if your actual net earnings from nonfarm self-employment are less than \$1,600. Additionally, in all such combined cases your net nonfarm earnings must be less than two-thirds of your gross nonfarm profits in order to use the nonfarm option. If you qualify to use both options, you may report less than actual total net earnings but not less than actual net earnings from nonfarm self-employment alone.

If you elect to use both the nonfarm option and the farm option in figuring net earnings from self-employment, your maximum combined total of net earnings from self-employment for any one taxable year cannot be more than \$1,600.

For the nonfarm optional method, you should figure your share of gross profits from a nonfarm partnership according to the partnership agreement. With guaranteed payments, your share of the partnership's gross profits is your guaranteed payment plus your share of the gross profits after such gross profits are reduced by all guaranteed payments of the partnership.

Share-Farming Arrangements

If you produce crops or livestock on land belonging to another for a proportionate share of the crop or livestock produced, or the proceeds from them, you are considered to be an independent contractor and a self-employed person rather than an employee. Report your net earnings on Schedule F for income tax purposes and on Schedule SE for social security self-employment tax purposes.

For more information on self-employment tax, please get **Publication 533, Information on Self-Employment Tax.**

Instructions for Schedule F (Form 1040)

Note: *You may be entitled to claim the new jobs credit if you hired additional employees this year. However, you may not take a deduction for that portion of the wages or salaries paid or incurred which is equal to the amount of the new jobs credit allowable before application of the tax liability limitation. Please see Form 5884, New Jobs Credit, for additional information.*

Employer Identification Number

You do not need an employer identification number unless you maintained a Keogh (H.R. 10) plan or were required to file an employment, excise, or alcohol, tobacco, and firearms tax return.

Cash Receipts and Disbursements Method of Reporting

You should include the following in income:

- (1) Profits received from the sale of livestock and other items bought for resale.
- (2) Cash and the value of merchandise or other property received from the sale of livestock and produce raised during 1977 or earlier years.
- (3) Other farm income.

Your expenses are the amounts you paid during 1977 plus deductions such as depreciation.

Livestock Sold on Account of Drought

You can elect to include livestock sale proceeds in income in the taxable year following the taxable year of a drought, if your principal trade or business is farming, and if you can establish that the sale would not have occurred except for the drought and your area is designated as being eligible for Federal Government assistance.

You can elect to include crop insurance proceeds and certain disaster payments in

income in the taxable year following the taxable year of destruction or damage if you can establish that it is your practice to report income from such crops in a following taxable year.

For more information, please get **Publication 225, Farmer's Tax Guide.**

Accrual Method of Reporting

The gross profits are figured as indicated in the summary of income and deductions on page 2 of Schedule F. Farm expenses are the actual expenses incurred during 1977 whether you paid them or not. You can value inventories according to the farm-price method, which provides for the valuation of inventories at market price less direct cost of disposition, or you can use other methods. Farmers raising livestock can value their inventories of animals according to either the farm-price method or the unit-livestock-price method.

If you use an accrual method of accounting, you must inventory growing crops.

Limited Deduction for Losses Arising from Certain Activities

If you are engaged in the activity of farming as a trade or business or for the production of income, any loss from that activity may not exceed the total amount you have risked (amount that you personally invested plus any amount for which you are personally liable).

For this purpose farming means the cultivation of land, or raising or harvesting of any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training, and management of animals; however, trees (other than trees bearing fruit or nuts) shall not be treated as an agricultural or horticultural commodity.

Deductions are limited for farming syndicates.—A farming syndicate may be a partnership, or any other noncorporate enterprise, or an electing small business corporation engaged in the trade or business of farming, if (1) at any time interests in the partnership or enterprise have been offered for sale in any offering required to be registered with any Federal or State agency, or (2) more than 35 percent of the losses during any period are allocable to limited partners or limited entrepreneurs.

A limited entrepreneur is a person who has an interest in an enterprise other than as a limited partner and who does not actively participate in the management of the enterprise.

In the case of any farming syndicate, a deduction for amounts paid for feed, seed, fertilizer, or other similar farm supplies is only allowed for the taxable year in which these items are actually used or consumed (or, if later, the taxable year for which these amounts are deductible under the syndicate's method of accounting). However, this does not apply to any amount paid for supplies on hand at the end of the taxable year on account of fire, storm, flood, other casualty, disease, or drought, or to any amount required to be capitalized.

The cost of poultry (including egg laying hens and baby chicks) purchased for use in a trade or business (or both for use in a trade or business and for sale) must be capitalized and deducted ratably over the lesser of 12 months or their useful life in the trade or business.

A syndicate that is engaged in planting, cultivating, maintaining, or developing a grove, orchard, or vineyard in which fruit or nuts are grown must capitalize any amount that (1) would otherwise be deductible, (2) is attributable to the planting, cultivation, maintenance, or development of the grove, orchard, or vineyard, and (3) is incurred before the taxable year in which there is a crop or yield in commercial quantities.

Note: Enter as a deduction on line 50, any amount of loss from such activity that was incurred in 1976, but not allowed for that year.

used in your business, but only where the basis of the items purchased is reduced by the amount of the dividends excluded from income.

Please get **Publication 225** for detailed instructions on how and when to report the receipt and redemption of nonqualified certificates and nonqualified written notices, and the receipt of patronage dividends received on purchase of assets and nonbusiness purchases.

Cash advances received from marketing cooperatives you do business with are includable in farm income.

Agricultural Program Payments

In Cash.—You should enter the total amount of price support payments, diversion payments, and cost share payments received in cash (sight drafts).

In Materials and Services.—If you received benefits in the form of materials, such as fertilizer or lime, or in the form of services, such as grading or the construction of dams, please enter the total amount paid by the Department of Agriculture to the vendor or contractor.

Commodity Credit Corporation Loans

If commodities are pledged as security for a loan from the Commodity Credit Corporation, income is not considered received until the commodities are delivered or forfeited to the Corporation, unless an election is made to include the loan in income when received. If you made this election or delivered or forfeited the pledged commodity, you should enter the amount received on line 23. In the case of an election, attach to your return a statement showing details of the loan. You must continue to report similar loans as income unless you receive permission from the Commissioner of Internal Revenue to change your method of accounting.

Commodity Futures.—Purchase or sales contracts entered into solely for protection against price fluctuations are a form of business insurance and are considered hedges. Any profit realized is ordinary income and is entered on line 26. If you incur a loss in a closed futures contract, it is deductible as an ordinary and necessary business expense, and is shown as a negative figure on line 26. Purchase or sales contracts are not true hedges where they offset losses already sustained. Commodity futures contracts entered into with the hope of making a profit on the contract itself through favorable price fluctuations are considered speculation and these transactions are shown on Schedule D (Form 1040).

Federal Gasoline Tax Credit

If you use the cash method, you should enter on line 24, any Federal gasoline tax claimed as a credit on Form 1040 for 1976. If you use the accrual method, enter on line 63, any Federal gasoline tax you claim as a credit on Form 1040 for 1977.

Income

Generally, you should report all farm income in Schedule F. However, if you received rental income based on farm production or if you received crop shares based on the renting of all or part of your crop land on a crop share basis, and you did not materially participate in operating the farm, report this income on **Form 4835**, Farm Rental Income and Expenses and Summary of Gross Income From Farming or Fishing (this income is not subject to self-employment tax) and **Schedule E (Form 1040)**. If you materially participated in the operation of a farm, the rental income you received is subject to self-employment tax and should be reported in Schedule F.

Note: To determine whether you participated materially in the farm management or production, do not consider the activities of any agent who acted for you.

Under both the cash and the accrual methods of reporting, you should report crop share rentals received in the year in which you convert them to money or its equivalent.

Report sales, exchanges, or involuntary conversions of certain trade or business property on **Form 4797**, Supplemental Schedule of Gains and Losses.

Anything of value received instead of cash, such as groceries in exchange for

produce, must be treated as income to the extent of its market value. The value of farm produce that you and your family used need not be reported as income, but expenses incurred in raising such produce must not be claimed as deductions. You should include recoveries from insurance on growing crops. (Cash method taxpayers, please see Cash Receipts and Disbursements Method of Reporting.)

Cooperative Allocations, Dividends and Advances

You should also include in farm income: (1) per-unit retain allocations received from cooperatives in money and qualified per-unit retain certificates (to the extent of stated dollar amounts), and (2) patronage dividends received from cooperatives in money and qualified written notices of allocation (to the extent of stated dollar amount).

You should include in farm income any patronage dividends received in property other than written notices of allocation to the extent of fair market value.

You should report nonpatronage distributions received from farmers' cooperatives exempt from tax on line 21.

Patronage dividends are excludable from your gross income, if directly attributable to: (1) the purchase of personal, living, or family items; or (2) the purchase of capital assets, or depreciable property

Expenses and Other Deductions

Hired Labor.—You can deduct amounts paid for farm labor. Do not deduct the value of your own labor or that of your family. You should deduct only that part of the board which is purchased for hired labor. The value of products furnished by the farm and used in the board of hired labor is not deductible. Do not deduct amounts paid to those who did household work except to the extent their services are used in boarding and otherwise caring for farm laborers.

Repairs and Maintenance.—You can deduct amounts paid for repairs and maintenance of farm buildings (except your dwelling), farm machinery and equipment; and the cost of ordinary tools of short life or small cost, such as shovels, rakes, etc. You should include in this deduction the total amount of repairs from Form 4832 if you use the Class Life Asset Depreciation Range (CLADR) System of depreciation.

Interest.—Generally, a taxpayer, who in 1977 prepaid interest allocable to any period after 1977, can only deduct the amount allocable to 1977. Please get **Publication 545, Income Tax Deduction for Interest Expense.**

Rent of Farm, Part of Farm, or Pasture.—You can deduct rent paid in cash. If you are a tenant farmer paying rent to your landlord in the form of crops raised on the farm under a crop share agreement, you cannot deduct as rent the value of the crop, but you can deduct amounts paid in raising the crop.

Taxes.—You can deduct certain State and local taxes. (State and local income taxes are deductible only on Schedule A (Form 1040).) Do not deduct Federal income taxes; estate, inheritance, legacy, succession, and gift taxes; or taxes on any improvements or betterments. Do not deduct taxes on your dwelling or household property and other taxes not related to the business of farming.

Conservation Expenses.—You can deduct certain amounts spent (including any amount paid on an assessment levied by a soil or water conservation or drainage district to recover the amount the district spent) for soil or water conservation and the prevention of erosion on land you use.

The allowable deduction for any one year cannot be more than 25 percent of your gross income from farming (excluding certain gains from sales of assets such as farm machinery or from the disposition of land). Any excess conservation expenses can be carried over to the following years with the same limit applying to those years.

Land Clearing.—You can deduct amounts spent for clearing land to make it suitable for farming. This deduction cannot be more than 25 percent of taxable income from farming, or \$5,000, whichever is less.

Retirement Plans, etc.

Line 48.—Please enter the amount you claim as a deduction for contributions to a pension, profit-sharing or annuity plan, or plans, for the benefit of your employees. If the plan includes you as a self-employed person, enter contributions made as an employer on your behalf (but not voluntary contributions you made as an employee) on Form 1040, line 25, instead of on Schedule F, line 48.

For detailed filing requirements, please see the instructions for Form 1040, line 25, on page 10.

Line 49.—You should enter the amount of your contributions to employee benefit programs that are not an incidental part of a pension or profit-sharing plan included on line 48. Include on line 49 contributions to insurance, health, and welfare programs.

Automobile Expenses, Special Rule.—Please see page 10 for optional method of figuring deductible automobile expenses.

Other Farm Expenses.—You should include such items as advertising, stationery, stamps, account books, other office supplies, etc.

Losses of property included in your inventory are taken care of by the reduced amount of the inventory at the end of the year. The loss of a prospective crop by frost, storm, flood, or fire is not deductible. When using the cash method, the value of animals you raised that died is not deductible. For animals you bought that died, the cost less depreciation allowed or allowable is deductible if not compensated by insurance or otherwise. Do not deduct personal losses.

Planting and Developing Citrus and Almond Groves.—You should charge to capital account expenses for the planting, cultivation, maintenance, or development of any citrus and almond grove (or part of such grove), incurred before the close of the fourth taxable year beginning with the taxable year in which the trees were planted.

Depreciation.—You can deduct an allowance for the depreciation of buildings, improvements, machinery, or other farm equipment of a permanent nature. Similar assets may be grouped together as one item for reporting purposes in the depreciation schedule in Schedule F. In figuring depreciation, do not include the value of land. Do not claim depreciation on livestock or any other property included in your inventory. You can claim depreciation on livestock not included in your inventory of livestock bought or raised for sale if you acquired them for work, breeding, or dairy purposes.

Class Life Asset Depreciation Range (CLADR) System and Class Life (CL) System.—If you figure depreciation by using the Class Life Asset Depreciation Range (CLADR) System for assets put in service after December 31, 1970, you must file **Form 4832, Class Life Asset Depreciation Range (CLADR) System.** If you figure depreciation by using the Class Life (CL) System for assets put in service before January 1, 1971, you do not have to file a form, but you must keep the records required by the regulations. For more information, please get **Publication 534, Tax Information on Depreciation.**

Please see the instructions on the back of Form 4562 for more detailed information about methods of figuring depreciation, other than the depreciation rules mentioned above.

Income from farming is subject to self-employment tax. (Please see Schedule SE.) If you filed Form 4029, do not file Schedule SE. Instead write "Exempt—Form 4029" on Form 1040, line 48.

Additional Information Available

You can get **Publication 225, Farmer's Tax Guide**, free from your county agricultural agent or Internal Revenue Service office.

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1977 Tax Table B—MARRIED FILING JOINTLY (Box 2) and QUALIFYING WIDOW(ER)S (Box 5)

(For married persons filing joint returns or qualifying widow(er)s with tax table income of \$40,000 or less who claim fewer than 10 exemptions)

To find your tax: Read down the left income column until you find your income as shown on line 34 of Form 1040. Read across to the column headed by the total number of exemptions claimed on line 7 of Form 1040. The amount shown at the point where the two lines meet is your tax. Enter on Form 1040, line 35.

The \$3,200 zero bracket amount, your deduction for exemptions and the general tax credit have been taken into account in figuring the tax shown in this table. Do not take a separate deduction for them.

If line 34, Form 1040 is—		And the total number of exemptions claimed on line 7 is—								If line 34, Form 1040 is—		And the total number of exemptions claimed on line 7 is—																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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If \$5,200 or less your tax is 0										8,400	8,450	499	341	186	36	0	0	0	0	8,450	8,500	506	349	194	44	0	0	0	0	8,500	8,550	514	358	202	51	0	0	0	0	8,550	8,600	521	366	210	59	0	0	0	0	8,600	8,650	529	375	218	66	0	0	0	0	8,650	8,700	536	383	226	74	0	0	0	0	8,700	8,750	544	392	234	81	0	0	0	0	8,750	8,800	553	400	242	89	0	0	0	0	8,800	8,850	561	409	250	96	0	0	0	0	8,850	8,900	570	417	258	104	0	0	0	0	8,900	8,950	578	426	266	111	0	0	0	0	8,950	9,000	587	434	274	119	0	0	0	0	9,000	9,050	595	443	282	127	0	0	0	0	9,050	9,100	604	451	290	135	0	0	0	0	9,100	9,150	612	460	298	143	0	0	0	0	9,150	9,200	621	468	306	151	1	0	0	0	9,200	9,250	629	477	314	159	9	0	0	0	9,250	9,300	638	485	323	167	16	0	0	0	9,300	9,350	646	494	331	175	24	0	0	0	9,350	9,400	655	502	340	183	31	0	0	0	9,400	9,450	663	511	348	191	39	0	0	0	9,450	9,500	672	520	357	199	46	0	0	0	9,500	9,550	680	529	365	207	54	0	0	0	9,550	9,600	689	539	374	215	61	0	0	0	9,600	9,650	697	548	382	223	69	0	0	0	9,650	9,700	706	558	391	231	76	0	0	0	9,700	9,750	714	567	399	239	84	0	0	0	9,750	9,800	723	577	408	247	92	0	0	0	9,800	9,850	731	586	416	255	100	0	0	0	9,850	9,900	740	596	425	263	108	0	0	0	9,900	9,950	748	605	433	271	116	0	0	0	9,950	10,000	757	615	442	279	124	0	0	0	10,000	10,050	765	624	450	288	132	0	0	0	10,050	10,100	774	634	459	296	140	0	0	0	10,100	10,150	782	643	467	305	148	0	0	0	10,150	10,200	791	653	476	313	156	4	0	0	10,200	10,250	799	662	485	322	164	11	0	0	10,250	10,300	808	672	494	330	172	19	0	0	10,300	10,350	816	681	504	339	180	26	0	0	10,350	10,400	825	691	513	347	188	34	0	0	10,400	10,450	833	700	523	356	196	41	0	0	10,450	10,500	842	710	532	364	204	49	0	0	10,500	10,550	850	719	542	373	212	57	0	0	10,550	10,600	859	729	551	381	220	65	0	0	10,600	10,650	867	738	561	390	228	73	0	0	10,650	10,700	876	748	570	398	236	81	0	0	10,700	10,750	884	757	580	407	244	89	0	0	10,750	10,800	893	765	589	415	253	97	0	0	10,800	10,850	901	774	599	424	261	105	0	0	10,850	10,900	910	782	608	432	270	113	0	0	10,900	10,950	918	791	618	441	278	121	0	0	10,950	11,000	927	799	627	450	287	129	0	0	11,000	11,050	935	808	637	459	295	137	0	0	11,050	11,100	944	816	646	469	304	145	0	0	11,100	11,150	952	825	656	478	312	153	0	0	11,150	11,200	961	833	665	488	321	161	6	0	11,200	11,250	969	842	675	497	329	169	14	0	11,250	11,300	978	850	684	507	338	177	22	0	11,300	11,350	986	859	694	516	346	185	30	0	11,350	11,400	995	867	703	526	355	193	38	0	11,400	11,450	1,003	876	713	535	363	201	46	0	11,450	11,500	1,012	884	722	545	372	209	54	0	11,500	11,550	1,020	893	732	554	380	218	62	0	11,550	11,600	1,029	901	741	564	389	226	70	0

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1977 Tax Rate Schedules

If you cannot use one of the Tax Tables, figure your tax on the amount on Schedule TC, Part I, line 3, by using the appropriate Tax Rate Schedule on this page. Enter tax on Schedule TC, Part I, line 4.
Note: Your zero bracket amount has been built into these Tax Rate Schedules.

SCHEDULE X—Single Taxpayers Not Qualifying for Rates in Schedule Y or Z

Use this schedule if you checked Box 1 on Form 1040—

If the amount on Schedule TC, Part I, line 3, is:

Not over \$2,200.....	But not over—	of the amount over—
Over—	Over—	Over—
\$2,200	\$2,700	\$2,200
\$2,700	\$3,200	\$2,700
\$3,200	\$3,700	\$3,200
\$3,700	\$4,200	\$3,700
\$4,200	\$4,200	\$4,200
\$4,200	\$6,200	\$6,200
\$6,200	\$8,200	\$8,200
\$8,200	\$10,200	\$10,200
\$10,200	\$12,200	\$12,200
\$12,200	\$14,200	\$14,200
\$14,200	\$16,200	\$16,200
\$16,200	\$18,200	\$18,200
\$18,200	\$20,200	\$20,200
\$20,200	\$22,200	\$22,200
\$22,200	\$24,200	\$24,200
\$24,200	\$28,200	\$28,200
\$28,200	\$34,200	\$34,200
\$34,200	\$40,200	\$40,200
\$40,200	\$46,200	\$46,200
\$46,200	\$52,200	\$52,200
\$52,200	\$62,200	\$62,200
\$62,200	\$72,200	\$72,200
\$72,200	\$82,200	\$82,200
\$82,200	\$92,200	\$92,200
\$92,200	\$102,200	\$102,200
\$102,200	\$102,200
		\$102,200

SCHEDULE Y—Married Taxpayers and Qualifying Widows and Widowers

If you are a married person living apart from your spouse, see page 7 of the instructions to see if you can be considered to be "unmarried" for purposes of using Schedule X or Z.

Married Filing Joint Returns and Qualifying Widows and Widowers

Use this schedule if you checked Box 2 or Box 5 on Form 1040—

If the amount on Schedule TC, Part I, line 3, is:

Not over \$3,200.....	But not over—	of the amount over—
Over—	Over—	Over—
\$3,200	\$4,200	\$3,200
\$4,200	\$5,200	\$4,200
\$5,200	\$6,200	\$5,200
\$6,200	\$7,200	\$6,200
\$7,200	\$11,200	\$7,200
\$11,200	\$15,200	\$11,200
\$15,200	\$19,200	\$15,200
\$19,200	\$23,200	\$19,200
\$23,200	\$27,200	\$23,200
\$27,200	\$31,200	\$27,200
\$31,200	\$35,200	\$31,200
\$35,200	\$39,200	\$35,200
\$39,200	\$43,200	\$39,200
\$43,200	\$47,200	\$43,200
\$47,200	\$55,200	\$47,200
\$55,200	\$67,200	\$55,200
\$67,200	\$79,200	\$67,200
\$79,200	\$91,200	\$79,200
\$91,200	\$103,200	\$91,200
\$103,200	\$123,200	\$103,200
\$123,200	\$143,200	\$123,200
\$143,200	\$163,200	\$143,200
\$163,200	\$183,200	\$163,200
\$183,200	\$203,200	\$183,200
\$203,200	\$203,200
		\$203,200

Married Filing Separate Returns

Use this schedule if you checked Box 3 on Form 1040—

If the amount on Schedule TC, Part I, line 3, is:

Not over \$1,600.....	But not over—	of the amount over—
Over—	Over—	Over—
\$1,600	\$2,100	\$1,600
\$2,100	\$3,600	\$2,100
\$3,600	\$5,600	\$3,600
\$5,600	\$7,600	\$5,600
\$7,600	\$9,600	\$7,600
\$9,600	\$11,600	\$9,600
\$11,600	\$13,600	\$11,600
\$13,600	\$15,600	\$13,600
\$15,600	\$17,600	\$15,600
\$17,600	\$19,600	\$17,600
\$19,600	\$21,600	\$19,600
\$21,600	\$23,600	\$21,600
\$23,600	\$27,600	\$23,600
\$27,600	\$33,600	\$27,600
\$33,600	\$39,600	\$33,600
\$39,600	\$45,600	\$39,600
\$45,600	\$51,600	\$45,600
\$51,600	\$61,600	\$51,600
\$61,600	\$71,600	\$61,600
\$71,600	\$81,600	\$71,600
\$81,600	\$91,600	\$81,600
\$91,600	\$101,600	\$91,600
\$101,600	\$101,600
		\$101,600

SCHEDULE Z—Unmarried or legally separated taxpayers Who Qualify as Heads of Household

Use this schedule if you checked Box 4 on Form 1040—

If the amount on Schedule TC, Part I, line 3, is:

Not over \$2,200.....	But not over—	of the amount over—
Over—	Over—	Over—
\$2,200	\$3,200	\$2,200
\$3,200	\$4,200	\$3,200
\$4,200	\$6,200	\$4,200
\$6,200	\$8,200	\$6,200
\$8,200	\$10,200	\$8,200
\$10,200	\$12,200	\$10,200
\$12,200	\$14,200	\$12,200
\$14,200	\$16,200	\$14,200
\$16,200	\$18,200	\$16,200
\$18,200	\$20,200	\$18,200
\$20,200	\$22,200	\$20,200
\$22,200	\$24,200	\$22,200
\$24,200	\$26,200	\$24,200
\$26,200	\$28,200	\$26,200
\$28,200	\$30,200	\$28,200
\$30,200	\$34,200	\$30,200
\$34,200	\$38,200	\$34,200
\$38,200	\$40,200	\$38,200
\$40,200	\$42,200	\$40,200
\$42,200	\$46,200	\$42,200
\$46,200	\$52,200	\$46,200
\$52,200	\$54,200	\$52,200
\$54,200	\$66,200	\$54,200
\$66,200	\$72,200	\$66,200
\$72,200	\$78,200	\$72,200
\$78,200	\$82,200	\$78,200
\$82,200	\$90,200	\$82,200
\$90,200	\$102,200	\$90,200
\$102,200	\$122,200	\$102,200
\$122,200	\$142,200	\$122,200
\$142,200	\$162,200	\$142,200
\$162,200	\$182,200	\$162,200
\$182,200	\$182,200
		\$182,200

To Call IRS Toll Free for Answers to Your Federal Tax Questions, Use Only the Number Listed Below for Your Area

Caution: "Toll-free" is a telephone call for which you pay only local charges and no long-distance charge is involved. Therefore, please use a local city number only if it is not a long-distance call for you. Otherwise, use the general toll-free number provided.

To help us provide courteous responses and accurate information, IRS occasionally monitors telephone calls. No record is maintained of the taxpayer's name, address or social security number.

If you find it necessary to write rather than call us, please address your letter to your IRS District Director for a prompt reply.

Tax Advice to Taxpayers.—We are happy to answer questions to help you prepare your return. But you should know that you are responsible for the accuracy of your return and for the payment of the correct tax. If we do make an error, you are still responsible for the payment of the correct tax, and we are generally required by law to charge interest.

Telephone Assistance Services for Deaf/Hearing Impaired Taxpayers Who have Access to TV—phone/teletypewriter Equipment.
Hours of Operation
8:30 A.M. to 6:45 P.M. EST
Indiana residents, 800-382-4059
Elsewhere in contiguous U.S., 800-428-4732

ALABAMA
Birmingham, 252-1155
Decatur, 355-1855
Huntsville, 539-2751
Mobile, 433-5532
Montgomery, 264-8441
Muscle Shoals Area, 767-0301
Tuscaloosa, 758-4434
Elsewhere in Alabama, 800-292-6300

ALASKA
Anchorage, 276-1040
Elsewhere in Alaska, call operator and ask for Zenith 3700

ARIZONA
Phoenix, 257-1233
Tucson, 882-4181
Elsewhere in Arizona, 800-352-6911

ARKANSAS
Little Rock, 376-4401
Elsewhere in Arkansas, 800-482-9350

CALIFORNIA
Please call the telephone number shown in the white pages of your local telephone directory under U.S. Government, Internal Revenue Service, Federal Tax Assistance.

COLORADO
Colorado Springs, 634-6684
Denver, 825-7041
Elsewhere in Colorado, 800-332-2060

CONNECTICUT
Bridgeport, 576-1433
Hartford, 249-8251
Stamford, 348-6235
Elsewhere in Connecticut, 1-800-842-1120

DELAWARE
Wilmington, 571-6400
Elsewhere in Delaware, 800-292-9575

DISTRICT OF COLUMBIA
Call 488-3100

FLORIDA
Fort Lauderdale, 491-3311
Jacksonville, 354-1760
Miami, 358-5072
Orlando, 422-2550
Pensacola, 434-5215
St. Petersburg, 823-7459
Tampa, 223-9741
West Palm Beach, 655-7250
Elsewhere in Florida, 1-800-342-8300

GEORGIA
Atlanta, 522-0050
Augusta, 724-9946
Columbus, 327-7491
Macon, 746-4993
Savannah, 355-1045
Elsewhere in Georgia, 1-800-222-1040

HAWAII
Hawaii, 935-4895
Oahu, 546-8660
Kauai, 245-2731
Lanai, call operator and ask for Enterprise 8036
Maui, 244-7654
Molokai, call operator and ask for Enterprise 8034

IDAHO
Boise, 336-1040
Elsewhere in Idaho, 800-632-5990

ILLINOIS
Chicago, 435-1040
Elsewhere in area code 312 (except city of Chicago) and residents in Joliet Region Telephone Directory, 800-972-5400
Springfield, 789-4220
Elsewhere in all other locations in Illinois, 800-252-2921

INDIANA
Evansville, 424-6481
Fort Wayne, 423-2331
Gary, 938-0560
Hammond, 938-0560
Indianapolis, 269-5477
Muncie, 288-4594
South Bend, 232-3981
Terre Haute, 232-9421
Elsewhere in Indiana, 800-382-9740

IOWA
Cedar Rapids, 366-8771
Des Moines, 284-4850
Elsewhere in Iowa, 800-362-2600

KANSAS
Kansas City, 722-2910
Topeka, 357-5311
Wichita, 263-2161
Elsewhere in Kansas, 800-362-2190

KENTUCKY
Lexington, 255-2333
Louisville, 584-1361
Northern Kentucky (Cincinnati local dialing area), 621-6281
Elsewhere in Kentucky, 800-292-6570

LOUISIANA
Baton Rouge, 387-2206
New Orleans, 581-2440
Shreveport, 424-6301
Elsewhere in Louisiana, 800-362-6900

MAINE
Augusta, 622-7101
Portland, 775-7401
Elsewhere in Maine, 1-800-452-8750

MARYLAND
Baltimore, 962-2590
Prince Georges County, 488-3100
Montgomery County, 488-3100
Elsewhere in Maryland, 800-492-0460

MASSACHUSETTS
Boston, 523-1040
Brockton, 580-1770
Fitchburg, 345-1031
Lawrence, 682-4344
Lowell, 957-4470
New Bedford, 996-3111
Springfield, 785-1201
Worcester, 757-2712
Elsewhere in Massachusetts, 1-800-392-6288

MICHIGAN
Ann Arbor, 769-9850
Bay City, 771-2153
Detroit, 237-0800
Flint, 767-8830
Jackson, 750-4677
Kalamazoo, 385-4410
Grand Rapids, 774-8300
Lansing, 394-1550
Mount Clemens, 469-4200
Muskegon, 726-4971
Pontiac, 858-2530
Saginaw, 771-2153
Elsewhere in area code 313, call 800-462-0830
Elsewhere in area codes 517, 616, and 906, call 800-482-0670

MINNESOTA
Minneapolis, 291-1422
St. Paul, 291-1422
Elsewhere in Minnesota, 800-652-9062

MISSISSIPPI
Biloxi, 868-2122
Gulfport, 868-2122
Jackson, 948-4500
Elsewhere in Mississippi, 1-800-222-8070

MISSOURI
Columbia, 443-2491
Jefferson City, 635-9141
Joplin, 781-8500
Kansas City, 474-0350
St. Joseph, 364-3111
St. Louis, 342-1040
Springfield, 887-5000
Elsewhere in Missouri, 800-392-4200

MONTANA
Helena, 443-2320
Elsewhere in Montana, 1-800-332-2275

NEBRASKA
Lincoln, 475-3611
Omaha, 422-1500
Elsewhere in Nebraska, 800-642-9960

NEVADA
Las Vegas, 385-6291
Reno, 784-5521
Elsewhere in Nevada, 800-492-6552

NEW HAMPSHIRE
Manchester, 668-2100
Portsmouth, 436-8810
Elsewhere in New Hampshire, 1-800-582-7200

NEW JERSEY
Camden, 966-7333
Hackensack, 487-8981
Jersey City, 622-0600
Newark, 622-0600
Paterson, 279-9400
Trenton, 394-7113
Elsewhere in New Jersey, 800-242-6750

NEW MEXICO
Albuquerque, 243-8641
Elsewhere in New Mexico, 800-527-3880

NEW YORK
Albany District (Eastern Upstate New York)
Albany, 449-3120
Poughkeepsie, 452-7800
Elsewhere in Eastern Upstate New York, 1-800-342-3700

Brooklyn District
Brooklyn, 596-3770
Nassau, 294-3600
Queens, 596-3770
Suffolk, 724-5000

Buffalo District (Western Upstate New York)
Binghamton, 772-1540
Buffalo, 855-3955
Niagara Falls, 285-9361
Rochester, 263-6770
Syracuse, 425-8111
Utica, 797-2550
Elsewhere in Western Upstate New York, 1-800-462-1560

Manhattan District
Bronx, 732-0100
Manhattan, 732-0100
Rockland County, 352-8900
Staten Island, 732-0100
Westchester County: North (Peekskill Area), 739-9191
South (Mt. Vernon, New Rochelle, White Plains—Yonkers Area), 212-732-0100

NORTH CAROLINA
Charlotte, 372-7750
Greensboro, 274-3711
Raleigh, 828-6278
Elsewhere in North Carolina, 800-822-8800

NORTH DAKOTA
Fargo, 293-0650
Elsewhere in North Dakota, 800-342-4710

OHIO
Akron, 253-1141
Canton, 455-6781
Cincinnati, 621-6281
Cleveland, 522-3000
Columbus, 228-0520
Dayton, 228-0557
Toledo, 255-3730
Youngstown, 746-1811
Elsewhere in Northern Ohio, 800-362-9050
Elsewhere in Southern Ohio, 800-582-1700

OKLAHOMA
Oklahoma City, 272-9531
Tulsa, 583-5121
Elsewhere in Oklahoma, 800-962-3456

OREGON
Eugene, 485-8285
Medford, 779-3375
Portland, 221-3960
Salem, 581-8720
Elsewhere in Oregon, 800-452-1980

PENNSYLVANIA
Allentown, 437-6966
Bethlehem, 437-6966
Erie, 453-5671
Harrisburg, 783-8700
Philadelphia, 574-9900
Pittsburgh, 281-0112
Elsewhere in area codes 215 and 717, call 800-462-4000

Elsewhere in area codes 412 and 814, call 800-242-0250

RHODE ISLAND
Block Island, call operator and ask for Enterprise 1040
Burrillville—Glocester, 568-3100
Hope Valley—South County, 539-2361
Newport, 847-2463
Providence, 274-1040
Tiverton—Little Compton, 624-6647
Woonsocket, 722-9245

SOUTH CAROLINA
Charleston, 722-1601
Columbia, 799-1040
Greenville, 242-5434
Elsewhere in South Carolina, 1-800-922-8810

SOUTH DAKOTA
Aberdeen, 225-9112
Rapid City, 348-9400
Sioux Falls, 334-6600
Elsewhere in South Dakota, 800-592-1870

TENNESSEE
Chattanooga, 892-3010
Johnson City, 929-0181
Knoxville, 637-0190
Memphis, 522-1250
Nashville, 259-4601
Elsewhere in Tennessee, 800-342-8420

TEXAS
Amarillo, 376-2184
Austin, 472-1974
Beaumont, 835-5076
Corpus Christi, 888-9431
Dallas, 742-2440
El Paso, 532-6116
 Ft. Worth, 335-1370
Houston, 965-0440
Lubbock, 747-4366
San Antonio, 229-1700
Waco, 752-6535
Wichita Falls, 723-6702
Elsewhere in Texas, 800-492-4830

UTAH
Salt Lake City, 524-4060
Elsewhere in Utah, 1-800-662-5370

VERMONT
Burlington, 658-1870
Elsewhere in Vermont, 1-800-642-3110

VIRGINIA
Baileys Crossroads (Northern Virginia), 557-9230
Chesapeake, 461-3770
Norfolk, 461-3770
Portsmouth, 461-3770
Richmond, 649-2361
Virginia Beach, 461-3770
Elsewhere in Virginia, 800-552-9500

WASHINGTON
Everett, 259-0861
Seattle, 442-1040
Spokane, 456-8350
Tacoma, 383-2021
Vancouver, 695-9252
Yakima, 248-6891
Elsewhere in Washington, 800-732-1040

WEST VIRGINIA
Charleston, 345-2210
Huntington, 523-0213
Parkersburg, 485-1601
Wheeling, 845-8290
Elsewhere in West Virginia, 800-642-1931

WISCONSIN
Milwaukee, 271-3780
Elsewhere in Wisconsin, 800-452-9100

WYOMING
Cheyenne, 635-4124
Elsewhere in Wyoming, 800-525-6060

Where to Send Your Order for Free Forms and Publications.—Send your order to the "Forms Distribution Center" for your State. If there is more than one Center for your State, send the order to the Center nearest you.

Alabama—Caller No. 848, Atlanta, GA 30301
 Alaska—P.O. Box 12626, Fresno, CA 93778
 Arizona—P.O. Box 12626, Fresno, CA 93778
 Arkansas—P.O. Box 2924, Austin, TX 78769
 California—P.O. Box 12626, Fresno, CA 93778
 Colorado—P.O. Box 2924, Austin, TX 78769
 Connecticut—P.O. Box 1040, Wilmington, MA 01887
 Delaware—P.O. Box 25866, Richmond, VA 23260
 District of Columbia—P.O. Box 25866, Richmond, VA 23260
 Florida—Caller No. 848, Atlanta, GA 30301
 Georgia—Caller No. 848, Atlanta, GA 30301
 Hawaii—P.O. Box 12626, Fresno, CA 93778
 Idaho—P.O. Box 12626, Fresno, CA 93778
 Illinois—P.O. Box 24711, Kansas City, MO 64131
 Indiana—P.O. Box 636, Florence, KY 41042
 Iowa—P.O. Box 24711, Kansas City, MO 64131
 Kansas—P.O. Box 2924, Austin, TX 78769
 Kentucky—P.O. Box 636, Florence, KY 41042
 Louisiana—P.O. Box 2924, Austin, TX 78769
 Maine—P.O. Box 1040, Wilmington, MA 01887
 Maryland—P.O. Box 25866, Richmond, VA 23260

Massachusetts—P.O. Box 1040, Wilmington, MA 01887
 Michigan—P.O. Box 636, Florence, KY 41042
 Minnesota—P.O. Box 24711, Kansas City, MO 64131
 Mississippi—Caller No. 848, Atlanta, GA 30301
 Missouri—P.O. Box 24711, Kansas City, MO 64131
 Montana—P.O. Box 12626, Fresno, CA 93778
 Nebraska—P.O. Box 24711, Kansas City, MO 64131
 Nevada—P.O. Box 12626, Fresno, CA 93778
 New Hampshire—P.O. Box 1040, Wilmington, MA 01887
 New Jersey—P.O. Box 25866, Richmond, VA 23260
 New Mexico—P.O. Box 2924, Austin, TX 78769
 New York—Buffalo, NY 14202
 Elsewhere in New York, P.O. Box 1040, Brooklyn, NY 11232
 North Carolina—Caller No. 848, Atlanta, GA 30301
 North Dakota—P.O. Box 24711, Kansas City, MO 64131
 Ohio—P.O. Box 636, Florence, KY 41042
 Oklahoma—P.O. Box 2924, Austin, TX 78769
 Oregon—P.O. Box 12626, Fresno, CA 93778
 Pennsylvania—P.O. Box 25866, Richmond, VA 23260
 Rhode Island—P.O. Box 1040, Wilmington, MA 01887

South Carolina—Caller No. 848, Atlanta, GA 30301
 South Dakota—P.O. Box 24711, Kansas City, MO 64131
 Tennessee—Caller No. 848, Atlanta, GA 30301
 Texas—P.O. Box 2924, Austin, TX 78769
 Utah—P.O. Box 12626, Fresno, CA 93778
 Vermont—P.O. Box 1040, Wilmington, MA 01887
 Virginia—P.O. Box 25866, Richmond, VA 23260
 Washington—P.O. Box 12626, Fresno, CA 93778
 West Virginia—P.O. Box 636, Florence, KY 41042
 Wisconsin—P.O. Box 24711, Kansas City, MO 64131
 Wyoming—P.O. Box 2924, Austin, TX 78769

Foreign Addresses—Taxpayers with legal residence in foreign countries: If European APO, send order blank to: Forms Distribution Center, Caller No. 848, Atlanta, GA 30301. If Pacific APO, send order blank to: IRS P.O. Box 12626, Fresno, CA 93778. Send letter requests for other forms and publications to: Director, Office of International Operations, Internal Revenue Service, Washington, D.C. 20225.

Puerto Rico—Director's Representative, U.S. Internal Revenue Service, Federal Office Building, Chardon Street, Hato Rey, PR 00918

Virgin Islands—Department of Finance, Tax Division, Charlotte Amalie, St. Thomas, VI 00801

How To Get Forms

Generally, we mail forms and schedules directly to you based on what seems to be right for you. Schedules and forms you may need are listed below. You can get them from an Internal Revenue Service office, and at many banks and post offices, or by using the order blank below.

Schedule A for itemized deductions;

Schedule B for gross dividends and other distributions on stock in excess of \$400, and for interest income in excess of \$400, and for answering the Foreign Accounts or Foreign Trust Questions;

Schedule C for income from a personally owned business;

Schedule D for income from the sale or exchange of capital assets;

Schedule E for income from pensions, annuities, rents, royalties, partnerships, estates, trusts, etc.;

Schedule F for income from farming;

Schedule G for income averaging;

Schedules R&RP credit for the elderly;

Schedule SE for reporting net earnings from self-employment; and

Schedule TC for tax computation if Tax Tables are not used;

These forms are available only at Internal Revenue Service offices:

Form 1040-ES for making estimated tax payments.

Form 1310, Statement of Claimant to Refund Due Deceased Taxpayer;

Form 2106, Employee Business Expenses;

Form 2120, Multiple Support Declaration;

Form 2210, Underpayment of Estimated Tax by Individuals;

Form 2440, Disability Income Exclusion (Sick Pay);

Form 2441, Credit for Child Care Expenses;

Form 2555, Exemption of Income Earned Abroad;

Form 3468, Computation of Investment Credit;

Form 3903, Moving Expense Adjustment;

Form 4136, Computation of Credit for Federal Tax on Gasoline, Special Fuels, and Lubricating Oil;

Form 4137, Computation of Social Security Tax on Unreported Tip Income;

Form 4562 for optional use by individuals, etc., claiming depreciation;

Form 4684 for reporting gains and losses resulting from casualties and thefts;

Form 4797, Supplemental Schedule of Gains and Losses;

Form 4798 for computing a capital loss carryover;

Form 4831 for reporting rental income;

Form 4832, Class Life Asset Depreciation Range (for determining a reasonable allowance for depreciation of designated classes of assets);

Form 4835 for reporting farm rental income and expenses;

Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return;

Form 4972, Special 10-year Averaging Method; and **Form 5329**, Return for Individual Retirement Savings Arrangement.

Some helpful publications you can send for using the order blank are:

17 Your Federal Income Tax

54 Tax Guide For U.S. Citizens Abroad

334 Tax Guide for Small Business

501 Your Exemptions and Exemptions for Dependents

502 Medical Expenses

503 Child Care and Disabled Dependent Care

504 Tax Information for Divorced or Separated Individuals

521 Tax Information on Moving Expenses

522 Tax Information on Disability Payments

523 Tax Information on Selling or Purchasing Your Home

524 Tax Credit for the Elderly

526 Income Tax Deduction for Contributions

529 Miscellaneous Deductions and Credits

530 Tax Information for Homeowners

545 Income Tax Deduction for Interest Expense

552 Recordkeeping Requirements and a Guide to Tax Publications

553 Highlights of 1977 Changes in the Tax Law

554 Tax Benefits for Older Americans

Other publications and forms referred to in the instructions are available without cost from any District Director.

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Order Blank for Free Forms and Publications.—The forms and publications listed below are described above. We will send you 2 copies of each form and 1 copy of each publication circled below. Please cut the order blank on the dotted line, write your name and address on the other side. Enclose this order blank in an envelope and address your envelope to the IRS address shown

above for your State or IRS office nearest your city. Do not use the envelope we furnished you in your income tax pamphlet as this envelope should be used for filing your income tax return. Orders for forms and publications should be mailed no later than March 16, to insure timely receipt of your order. The items printed in blue may be picked up at many banks and post offices.

Circle Desired Forms and Publications			3468	4797	4972	Pub. 503	Pub. 530
1040	Schedule E (1040)	1310	3468 Instructions	4797 Instructions	5329	Pub. 504	Pub. 545
1040 Instructions and Schedules	Schedule F (1040)	2106	3903	4798	5329 Instructions	Pub. 521	Pub. 552
1040A	Schedule G (1040)	2120	4136	4831	Pub. 17	Pub. 522	Pub. 553
1040A Instructions	Schedules R&RP (1040)	2210	4137	4832	Pub. 54	Pub. 523	Pub. 554
Schedules A&B (1040)	Schedule SE (1040)	2440	4562	4832 Instructions	Pub. 334	Pub. 524	
Schedule C (1040)	Schedule TC (1040)	2441	4684	4835	Pub. 501	Pub. 526	
Schedule D (1040)	1040-ES	2555	4684 Instructions	4868	Pub. 502	Pub. 529	

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DETACH AT THIS LINE

Enter your name and address on this label. It will be used to speed your order for forms to you.



Name
Number and street
City or town, State and ZIP code