**INDIVIDUAL INCOME TAX RETURN**

**FOR NET INCOMES OF NOT MORE THAN $5,000**

*For Calendar Year 1922*

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**PRINT NAME AND ADDRESS PLAINLY BELOW**

<table>
<thead>
<tr>
<th>Name</th>
<th>(Street and number, or rural route)</th>
<th>(Post office)</th>
<th>(County)</th>
<th>(State)</th>
</tr>
</thead>
</table>

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**OCCUPATION, PROFESSION, OR KIND OF BUSINESS**

<table>
<thead>
<tr>
<th>Item and Instruction No.</th>
<th>Income</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salaries, Wages, Commissions, etc.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2. Income from Business or Profession (From Schedule A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Interest on Bank Deposits, Notes, Mortgages, and Corporation Bonds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Income from Partnerships, Fiduciaries, etc. (State name and address of partnership, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Rents and Royalties (From Schedule B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Profit from Sale of Real Estate, Stocks, Bonds, etc. (From Schedule C)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other Income (except dividends from domestic corporations and interest on obligations of the United States)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(State nature of income)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. TOTAL INCOME IN ITEMS 1 TO 7</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**DEDUCTIONS**

<table>
<thead>
<tr>
<th>Item and Instruction No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Losses by Fire, Storm, etc. (Explain in Schedule D)</td>
<td>$</td>
</tr>
<tr>
<td>10. Interest Paid</td>
<td></td>
</tr>
<tr>
<td>11. Taxes Paid</td>
<td></td>
</tr>
<tr>
<td>12. Bad Debts (Explain in Schedule E)</td>
<td></td>
</tr>
<tr>
<td>13. Contributions (Explain in Schedule E)</td>
<td></td>
</tr>
<tr>
<td>14. Other Deductions Authorized by Law (Explain in Schedule E)</td>
<td></td>
</tr>
<tr>
<td>15. TOTAL DEDUCTIONS IN ITEMS 9 TO 14</td>
<td>$</td>
</tr>
</tbody>
</table>

**COMPUTATION OF TAX**

<table>
<thead>
<tr>
<th>Item and Instruction No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. NET INCOME (Item 8 Minus Item 15)</td>
<td>$</td>
</tr>
<tr>
<td>17. Net Income (Item 16 above)</td>
<td>$</td>
</tr>
<tr>
<td>18. Less Personal Exemption and Credit for Dependents</td>
<td></td>
</tr>
<tr>
<td>19. Balance (Item 17 minus Item 18)</td>
<td>$</td>
</tr>
<tr>
<td>20. Total Tax (4% of Item 19)</td>
<td>$</td>
</tr>
<tr>
<td>22. Income and profits taxes paid to a foreign country or possession of the United States (attach Form 1116)</td>
<td>$</td>
</tr>
<tr>
<td>23. Balance of Tax (Item 20 minus Items 21 and 22)</td>
<td>$</td>
</tr>
</tbody>
</table>

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**An amended return must be marked "Amended" at top of return**

Checks will be accepted if payable at par at Collector's Office

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**SCHEDULE A.—INCOME FROM BUSINESS OR PROFESSION. (See Instruction 2.)**

1. Total income from business or profession ____________

<table>
<thead>
<tr>
<th>Cost of Goods Sold:</th>
<th>OTHER BUSINESS DEDUCTIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Labor ____________</td>
<td>10. Salaries and wages not reported as &quot;Labor&quot; on Line 2 (see Instructions 1) ____________</td>
</tr>
<tr>
<td>3. Material and supplies ____________</td>
<td>11. Rent on business property in which taxpayer has no equity ____________</td>
</tr>
<tr>
<td>4. Merchandise bought for sale ____________</td>
<td>12. Interest on business indebtedness to others ____________</td>
</tr>
<tr>
<td>5. Other costs (list principal items and amounts below or on separate sheet) ____________</td>
<td>13. Taxes on business and business property ____________</td>
</tr>
<tr>
<td>6. Plus inventory at beginning of year ____________</td>
<td>14. Repairs, wear and tear, obsolescence, depletion, and property losses (explain below) ____________</td>
</tr>
<tr>
<td>7. TOTAL ____________</td>
<td>15. Bad debts arising from sales or professional services ____________</td>
</tr>
<tr>
<td>8. Less inventory at end of year ____________</td>
<td>16. Other expenses (list principal items and amounts below or on separate sheet) ____________</td>
</tr>
<tr>
<td>9. NET COST OF GOODS SOLD ____________</td>
<td>17. TOTAL (Lines 10 to 16, inclusive) ____________</td>
</tr>
</tbody>
</table>

State amount of salary to self included in Line 10 ____________

18. TOTAL DEDUCTIONS (Line 9 plus Line 17) ____________

State amount of salary to self included in Line 10 ____________

19. NET INCOME (Line 1 minus Line 18) (Enter as Item 2) ____________

**Explanation of deductions claimed on Lines 5, 14, and 16**

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**SCHEDULE B.—INCOME FROM RENTS AND ROYALTIES. (See Instruction 5.)**

<table>
<thead>
<tr>
<th>1. Kind of property</th>
<th>2. Amount received.</th>
<th>3. Cost, or value March 1, 1913.</th>
<th>4. Depreciation and depletion.</th>
<th>5. Repairs.</th>
<th>6. Other expenses.</th>
<th>7. Net income (Enter as Item 5).</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
</tr>
</tbody>
</table>

State estimated life of property, and how you figured depreciation.

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**SCHEDULE C.—PROFIT FROM SALE OF REAL ESTATE, STOCKS, BONDS, ETC. (See Instruction 6.)**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
</tr>
</tbody>
</table>

If not acquired by purchase, state how acquired.

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**SCHEDULE D.—EXPLANATION OF LOSSES BY FIRE, STORM, ETC. (See Instruction 9.)**

<table>
<thead>
<tr>
<th>1. Kind of property</th>
<th>2. Cost or value March 1, 1913.</th>
<th>3. Depreciation previously taken.</th>
<th>4. Salvage value.</th>
<th>5. Insurance.</th>
<th>6. Net loss (Enter as Item 9).</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
</tr>
</tbody>
</table>

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**SCHEDULE E.—EXPLANATION OF DEDUCTIONS CLAIMED IN ITEMS 12, 13, and 14.**

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1. Are you a citizen or resident of the United States?
2. If you filed a return for 1921, to what Collector's office was it sent?
3. Is this a joint return of husband and wife?
4. Was a separate return filed by your husband or wife?
5. Were you married and living with husband or wife on the last day of your taxable period?
6. Living in your household who are closely related to you by blood, marriage, or adoption?
7. How many dependent persons (other than husband or wife) under 18 years of age or incapable of self-support because mentally or physically defective were receiving their chief support from you on the last day of your taxable period?
8. State amount of dividends received from domestic corporations (including dividends received through partnership, fiduciaries, etc.) ____________
9. State amount of interest received on Victory Liberty Loan 4 3/4% Notes and Treasury Notes ____________
10. State amount of interest received on other obligations of the United States (except Liberty Bonds) on a principal in excess of $5,000 ____________

I SWORE (or affirm) that this return, including the accompanying schedules and statements (if any), has been examined by me, and, to the best of my knowledge and belief, is a true and complete return, made in good faith, for the taxable period as stated, pursuant to the Revenue Act of 1921 and the Regulations issued under authority thereof.

(If return is made by agent, the reason therefor must be stated on this line.)

Sworn to and subscribed before me this ____________ day of ____________, 1923. ____________________________

(Signature of individual or agent.)

(Signature of officer administering oath.)

(Title.)

(Address of individual or agent.)

3—12463
1. INCOME FROM SALARIES, WAGES, COMMISSIONS, ETC.

Enter as Item 1 on page 1 of the return, all salaries or other compensation credited by or received from outside sources, and any salaries included as a deduction in Line 10 in Schedule D, Capital Gains, (a) if you were 16 or over at the close of the taxable period, (b) if you were under 16 and your income is taxable, and (c) each dependent minor child having a net income of less than $1,000 per annum. Use a separate line for each entry, giving the information requested.

2. INCOME FROM BUSINESS OR PROFESSION.

If you owned a business, or practiced a profession on your own account, fill in Schedule A, lines 1 to 14, on which to enter the income of (or loss from) carrying on business. Do not include any deduction claimed in Schedule A.

3. INCOME FROM REAL ESTATE, BONDS, ETC.

Enter as Item 8, 9, or 10, at foot of page 2 of the return, as these items are exempt from taxation if the total amount reported therein, together with the net income Item 16, does not exceed $6,000.

4. INCOME FROM PARTNERSHIPS, FIDUCIARIES, ETC.

Enter any share (whether received or not) in the profits of a partnership, or in the income of an estate or trust, except the part of such share that consisted of dividends on which capital invested was distributed, and taxable income of obligations of the United States, which should be included in Items 8, 9, and 10, at foot of page 2 of the return.

5. INCOME FROM BANK DEPOSITS, ETC.

Enter as Item 3 all interest received or credited to your account during the taxable period on bank deposits, notes, mortgages, and corporation bonds. Interest on bonds is included to be worthless and have been charged off within the year, or such bequests, devises, or inheritances after March 1, 1913, or in any manner prior to that date, as the property was acquired by gift, devise, or inheritance after March 1, 1913, or in any manner prior to that date, see Section 202 of the Revenue Act of 1921.

6. PROFIT FROM SALE OF REAL ESTATE, BONDS, ETC.

Describe the property briefly in Schedule C; as, “farm,” “house,” “bonds.” State the actual consideration or price received, or the fair market value of the property received in exchange. Expenses connected with the sale, such as commissions paid agents, may be deducted in computing the amount received.

7. OTHER INCOME.

Enter all other taxable income for which no place is provided elsewhere on page 1 of the return including dividends on stock of foreign corporations.

8. TOTAL INCOME.

Enter the net amount of Items 1 to 7, inclusive, after deducting any expenses reported in Item 15, and losses in Item 16.

9. LOSSES BY FIRE, STORM, ETC.

Enter as Item 9 losses of property not connected with your trade, business, or profession sustained during the year from fire, storm, shipwreck, or other casualty, or losses of any which were not compensated for by insurance or otherwise. Do not deduct losses incurred in transactions which were neither connected with your trade or business, nor entered into for profit.

10. TAXABLE INTEREST.

Enter as Item 10 interest paid on personal indebtedness as distinguished from business indebtedness (which should be deducted under Schedules A or B). Do not include interest on indebtedness incurred or continued for the purchase of bonds and other obligations, the interest on which is wholly exempt from tax, except interest on indebtedness incurred to purchase or carry Viejo Liberty Loan 3 3/4% Notes, originally subscribed for by the taxpayer.

11. TAXES PAID.

Enter as Item 11 personal taxes paid on all property not used in business or profession, not including those assessed against local benefits of a kind tending to increase the value of the property. Do not include Federal income taxes, taxes imposed to pay upon his interest as shareholder, and taxes paid by the corporation without reimbursement from the taxpayer, nor income and profits taxes claimed as a credit in computing the return.

12. BAD DEBTS.

Enter as Item 12 all bad debts other than those claimed as a deduction in Items above, State in Schedule E, (a) of what the debts consisted, (b) when they were incurred, (c) when they became due, and (d) how they were actually determined to be worthless.

13. CONTRIBUTIONS.

Enter as Item 13 contributions or gifts made within the taxable period to or for the use of: (a) the United States, any State, Territory, or any political subdivision thereof, or the District of Columbia, for exclusively public purposes; (b) any corporation or community chest fund, or foundation, organized and operated exclusively for religious, charitable, scientific, literary, or educational purposes, including posts of the American Legion or the Women’s Auxiliary units thereof, or for the prevention of cruelty to children or animals, no part of the net earnings of which inures to the benefit of any private stockholder or individual; or (c) the special fund for vocational rehabilitation authorized by section 7 of the Vocational Rehabilitation Act; to an amount which in all the above combined does not exceed 15 per cent of the taxpayer’s net income as computed without the benefit of this paragraph.

14. OTHER AUTHORIZED DEDUCTIONS.

Enter any other authorized deductions for which no place is provided elsewhere on page 1 of the return.

15. TOTAL DEDUCTIONS.

Enter as Item 15 the total of Items 9 to 14 inclusive. This amount should not include any deduction claimed in Schedule A.

16. NET INCOME.

Enter as Item 16 the net income, which is obtained by deducting Item 15 from Item 7.
17. PERSONS REQUIRED TO MAKE A RETURN OF INCOME.
An income tax return must be filed by every citizen of the United States whether resident or nonresident, and every person or entity created by will or deed for uncertain persons or persons with contingent interests; a citizen thereof, whose gross income for the taxable period 1922 amounted to $5,000 or whose net income amounted to:
(a) $1,000 if single or if married but not living with husband or wife.
(b) $2,000 if married and living with husband or wife.
If the combined net income of husband, wife, and dependent minor children equaled or exceeded $5,000, or if the combined net income of husband, wife, and dependent minor children equaled or exceeded $5,000 all such income must be reported, whether by husband or wife or both.
(c) If the combined net income, including that of dependent minors, if any, equaled or exceeded $1,000, or if the gross income equaled or exceeded $1,000, a return must be filed. A minor, however, having a net income of $1,000 or $2,000, according to the marital status, or a gross income of $5,000, must file a return.
Under each of the above conditions, a return must be filed even though no tax is due. Note especially Instruction 22, "Credits for Personal Exemption and Dependants.

18. USE FORM 1040 INSTEAD OF THIS FORM.
You must file your return on Form 1040—
(a) If the combined net income of husband and wife equals $5,000,
(b) If your net income equals $5,000,
(c) If the net income reported in this return exceeds $4,000 and the entire family exemption has been claimed in a separate return filed by husband or wife,
(d) If the return is filed for a period of less than one year and the net income when placed on an annual basis exceeds $5,000. (See Instruction 19 below.)

19. PERIOD TO BE COVERED BY RETURN.
Your return must be for the calendar period ending on the last day of any month other than December. The dates on which the period covered by the return begins and ends, if other than a calendar year, must be shown on the return.
The accounting period established must be adhered to for subsequent years, unless permission was received from the Commissioner to make a change. In the case of a return for a period of less than one year, the net income shall be placed on an annual basis by multiplying the amount thereof by twelve and dividing by the number of months included in such period; and the tax shall be such part of a tax computed on such annual basis as the number of months in such period is of twelve months.

20. ACCRUED OR RECEIVED INCOME.
If your books of account are kept on an accrual basis, report all income accrued, even though it has not been actually received or entered on the books, and expenses incurred instead of expenses paid.

21. ITEMS EXEMPT FROM TAX.
The following items are exempt from Federal income tax and should not be reported, unless it is desired to establish a net loss, in which case see Section 204 of the Revenue Act of 1919:
(a) The proceeds of life insurance policies paid upon the death of the insured;
(b) The amount received by the insured as a return of premium or premiums paid by him, in case of life, endowment, or annuities on his life or of his contracts, either in the annuities or in the right to receive any assignments of income, income of dependent minors, if any, and excess profits taxes;
(c) Gifts (not made as a consideration for service rendered), and money and property acquired under a will or by inheritance (but the income derived from money or property received by gift, legacies, or inheritance is taxable and must be reported);
(d) Interest upon (1) the obligations of a State, Territory or any political subdivision thereof, or the District of Columbia, (2) securities issued under the provisions of the Federal Farm Loan Act of July 17, 1916, or (3) the obligations of the United States or its possessions. In the case of obligations of the United States issued after September 1, 1917 (other than postal savings certificates of deposit), the interest is exempt only if and to the extent provided in the respective acts authorizing the issue thereof as amended and supplemented by Section 1328 of the Revenue Act of 1921, and should be excluded from gross income only if and to the extent it is wholly exempt from the tax on personal income, war profits, and excess profits taxes;
(e) Amounts received through accident or health insurance or under workmen’s compensation acts, as compensation for personal injuries or sickness, plus the amount of any damages received, whether by suit or agreement, on account of such injuries or sickness;
(f) Amounts received as compensation, family allowances and allowances under the provisions of the War Risk Insurance and the Vocational Rehabilitation Acts, or as pensions from the United States for service of the beneficiary or another in the military or naval forces of the United States in time of war;
(g) The rental value of a dwelling house and appurtenances thereof furnished to a minister of the gospel as part of his compensation;
(h) Compensation paid by a State or political subdivision thereof to its officers or employees.

22. CREDITS FOR PERSONAL EXEMPTION AND DEPENDENTS.
If you were married and living with your husband or wife or were head of a family on the last day of your taxable period, you may subtract from your gross income Form 1040A, before calculating your normal tax, an exemption of $2,500, plus $400 for each person (other than husband or wife) under 18 years of age or incapable of self-support because mentally or physically defective, who was receiving his child support from you on that date. If husband and wife make separate returns, the exemption of $2,500 may be claimed by either (but not both) of them, but the exemption of $400 for each dependent may be claimed only by the person furnishing the child support. Therefore, the $400 exemption will not be allowed unless the husband and wife file a joint return.
If you were not married or did not live with husband or wife and were not head of a family on the last day of your taxable period, you are entitled to a personal exemption of $1,000 plus $400 for each dependent person under 18 years of age or incapable of self support because mentally or physically defective, who was receiving his child support from you on that date.
An exemption of $1,000 may be claimed in cases where Form 1040A is filed for estates in process of administration, or with respect to income held for future distribution.
If by reason of a change in your accounting period a return is filed for part of a year, the personal exemption and credit for dependents may be claimed in accordance with your status on the last day of such taxable period. (See also Instruction 19 on this page.)

A "head of family" is a person who actually supports one or more persons living in (or her) household, who are closely related to him (or her) by blood, marriage, or adoption.

23. AFFIDAVIT.
The affidavit must be executed by the person whose income is reported unless he is a minor or incompetent or unless he is ill, absent from the country, or otherwise incapacitated, in which case the legal representative or agent may execute the affidavit. A minor, however, making his own return, must execute the affidavit.
The oath will be administered without charge by any collector, deputy collector, or income tax agent, or (if you are in the military or naval service of the United States) by any military or naval officer who is authorized to administer oaths for purposes of military or naval justice and administration. If an internal revenue officer is not available, the return should be sworn to before a notary public, justice of the peace, or other person authorized to administer oaths.

24. WHEN AND WHERE THE RETURN MUST BE FILED.
If the return is for the calendar year 1922, file it with the Collector of Internal Revenue for the district in which you live or have your principal place of business on or before March 15, 1923. If for a period other than the calendar year, the return should be filed on or before the 15th day of the third month following the close of such period.
If the address of the collector is not printed on the return and you do not know it, ask at the post office or bank.
In case you have no legal residence or place of business in the United States, the return should be forwarded to the Collector of Internal Revenue, Baltimore, Maryland.

25. WHEN AND TO WHOM THE TAX MUST BE PAID.
The tax may be paid in four equal installments as follows: The first installment shall be paid at the time fixed by law for filing the return, the second installment shall be paid on the 15th day of the third month, the third installment in the 15th day of the sixth month, and the fourth installment on the 15th day of the ninth month after the time fixed by law for filing the return.
The total tax may be paid at the time of filing the return, or if paid in installments as above, the balance may be paid at any time before the date when the next installment is due. One installment must be paid and the balance may be paid in installments, or any amount required to be paid in any installment date referred to above. Failure to pay any installment on or before the date fixed by law makes the taxpayer liable for the payment of the balance upon notice and demand by the collector.

26. PENALTIES.
For Making False or Fraudulent Return.
Not exceeding $10,000 or not exceeding one year’s imprisonment, or both, in the discretion of the court, and, in addition, 50 per cent of the tax evaded.

For Failing to Make Return on Time.
Not more than $1,000, and, in addition, 25 per cent of the total tax.

For Failing to Pay Tax When Due or Understatement of Tax Through Negligence, etc.

Five per cent of the tax due but unpaid, plus interest at the rate of 1 per cent per month during the period in which it remains unpaid.

27. INFORMATION AT SOURCE.
Every individual making payments of salaries, wages, interest, rents, commissions, or other fixed or determinable income of $1,000 or more during the calendar year, who pays or is authorized to make a true and accurate return, is required to make a true and accurate return to the Commissioner of Internal Revenue, showing the amount of such payments and the names and addresses of the recipients. Forms 1096 and 1099, for reporting such information, will be furnished by any collector of internal revenue. Such returns of information covering the calendar year 1922 must be filed with the Commissioner of Internal Revenue, Sorting Section, Washington, D. C., in time to be received not later than March 15, 1923.