



MARCH 2008

Helping Organizations Retain Their Most Valuable Asset

## FOR YOUR INFORMATION

### Tax Preparation Checklist

#### Personal Information & Documents

- Social Security Numbers for all family members
- Exemption info/number of dependents
- Childcare provider Tax ID/Social Security Number
- Tax documents from previous year

#### Employment & Other Income Received

- W-2 Forms from employer
- 1099 Forms for self-employment
- State, federal, and local income tax refunds
- Unemployment compensation
- Pensions and annuities
- Income from partnership/trust funds
- Income from jury duty
- Income from business
- Income from real estate properties/rental
- Farm income
- Financial institutions - bank, insurance co, credit union, interest earned, dividends, brokerage proceeds, retirement plans
- Prize money
- Alimony received

#### Expenses Paid

- Taxes - real estate, self-employment, personal property, Social Security, IRA/retirement plans, household employment
- Home mortgage and interest/rent paid during previous year
- Investments
- Child care expenses
- Adoption expenses
- Employment expenses (travel, lodging, etc.)
- Business expenses
- Automobile loans/leases for business
- Moving expenses
- Education expenses/student loan
- IRA/retirement plan contributions
- Medical/dental expenses
- Alimony paid
- Charitable donations/other gifts
- Volunteer expenses
- Tax return preparation expenses and fees



Seven million Americans now care for their aging parents, according to the latest research. By 2008, almost 40% of all U.S. workers will be more involved with caring for a parent than a child. Are you prepared to handle the difficult issues that can arise when faced with caring for an aging parent? The following guidelines can help ensure that your parent will receive the best care possible:

1. Find out your parent's wishes. How great is your parent's need for independence? What goals or dreams remain to be accomplished? What are your parent's needs and concerns about the future? What aspects of your parent's life are most important to him/her at this stage of life? Being near family? Seeing certain friends? Practicing his/her religion?
2. Be sure your parent's legal documents are in order. Has your parent executed all of the important legal documents and are they up-to-date? These would include an up-to-date Will, Living Will, Durable Power of Attorney for Healthcare, and Durable Power of Attorney.
3. Learn your parent's desires regarding healthcare. Does your parent have a doctor who he/she trusts? If your parent is sick presently, what is his/her prognosis and how will it affect his/her personal care, housing, medical needs or finances? If you had to make medical decisions for your parent, what would he/she want you to know? How would your parent weigh the benefits or burdens of various medical treatments? Is there a certain point after which your parent would no longer want aggressive medical care? Are advanced healthcare directives

in place (Living Will, Durable Power of Attorney For Healthcare)?

4. Find out your parent's wishes regarding housing. How important is it to your parent to remain in his or her own home? Where would your parent want to live if he/she could no longer manage at home? Is your parent familiar with other housing options available? What if it isn't possible for your parent to live with another family member?
5. Learn about your parent's financial resources. What are your parent's present financial needs and potential future needs? Is he/she in a financial position to meet these needs? Is your parent's insurance - including life, health, home and auto - adequate and current?
6. Be sure that your parent has all relevant documents, records and information in order and be sure that you or another family member knows where they are. As your parent becomes increasingly frail, your family will need certain financial records, insurance information, advance healthcare directives, names of doctors, etc. Talk and plan together now about how your parent's affairs should be handled in the event he/she becomes incapacitated.
7. Learn about sources of help for seniors and housing options available. Chore services, housekeeping, home-delivered meals, senior recreation, day care, respite care and transportation assistance are some of the services available in many communities. Housing options include living

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with family, foster care, home sharing, board and care homes, senior apartments, continuing care communities or nursing homes.

8. Meet with family members to discuss various responsibilities should your parent become incapacitated. Who will be the designated agent on the Durable Power of Attorney For Healthcare or Durable Power of Attorney? Is in-home care a possibility? Under what circumstances?

9. Don't offer personal home care unless you thoroughly understand and can meet the responsibilities and costs involved. Closely examine your family's ability to provide long-term in-home care for a frail and increasingly dependent parent. Consider the family's physical limits. Plan how your own needs will be met when your responsibility for the dependent parent increases.

10. Gather information now on how to care for an aging parent. There are numerous resources available which discuss: housing options, preparing wills and advance healthcare directives, long-distance care giving, protecting and maximizing financial resources, healthcare, community

and home-care services, dealing with Alzheimer's Disease or other disorders, etc. An excellent book to use as an ongoing reference is: *How To Care For Aging Parents*, by Virginia Morris, Workman Publishing, New York.

*Contact HMS for help*

If you need help with caring for an aging parent, Human Management Services (HMS) can provide you with counseling, referrals or information on eldercare issues such as: housing options, wills and advance healthcare directives, long-distance care giving, protecting and maximizing financial resources, healthcare, community and home-care services, dealing with Alzheimer's Disease or other disorders, etc. Remember, HMS is always available to help you with any type of concern. If you need help, why not call an HMS counselor today?

***Better Parenting - Discipline, Not Punishment***

Discipline, punishment, what's the difference? Let's look at the some brief definitions of both to see if there is a difference.

- Discipline: to train or develop by instruction and exercise.
- Punishment: suffering pain or loss that serves as retribution.

It would seem that discipline refers to growth and development through the use of instruction, education, experience and example, whereas punishment refers to punitive action taken to hurt or inflict pain. Which of these do you think is best for a child, adolescent or young adult?

Every parent wants their child to grow and become the best adult, the best person they can be. By providing your child with discipline you begin to teach your child the values, morals and boundaries that will make him/her the best they can be. When children "act out" or test the limits, they are doing what nature intended.

Children need limits, they need to know where acceptable behaviors begin and end. They test the limits of their world because it's their job to do so. Your job, as a parent, is to set the limits and be consistent. Yes, it is a very tough job, but it will only be tougher if you're not consistent.

***Things to Remember:***

**Treat your child with respect.**

Give your child the same respect you would give to any other adult or someone else's children. Don't scream at your child or belittle your child for their mistakes. How would you feel if your boss did that to you on the job? We all make mistakes. The idea is to learn from them so we don't make the same mistake again.

**Deal with issues, not anger.**

If your child does something that makes you

angry, take a time out before you speak. Don't let the heat of the moment compound the situation. Take a moment. Talk it over with your spouse. If your spouse is not available, tell your child that there will be consequences for their behavior and you will let them know what those consequences are when you've had an opportunity to talk it over with your partner. In fact, most parenting literature would tell you that it is always best to make joint decisions about consequences.

**Do away with double standards.** When it comes to parenting, the old axiom, "Do as I say, not as I do," doesn't work. Hypocrisy is not lost on children or young adults. If you don't want your child to smoke and they see you light up, what message does this send to him/her? Make an honest assessment of your own behavior and try to change those behaviors in yourself that you would not find acceptable in your child.

**Be supportive.**

Try to accept, support and validate your child. The idea is that the behavior needs to change, not "the child is bad." Work with your child to come up with solutions to the problems at hand. This teaches your child that they are capable and can deal with life's problems. You will be setting your child up to succeed as an adult, giving him/her the tools they need to overcome and correct their problems.

**Emphasize the good in what your child does.**

Children seek support, love and approval. Explain why something is wrong. Let your child know that you understand why they did what they did and why it was wrong. Work with your child, let them come up with the answers to what is right. Validate your child and set consistent limits.

***HMS SERVICES***

***PROVIDED BY YOUR EMPLOYER FOR YOU AND YOUR DEPENDENTS***

This confidential prepaid program is designed to help employees and their eligible dependents resolve problems which may be interfering with their personal, work or home life. HMS offers help for marital and family issues, substance abuse, job concerns, emotional problems, life adjustments, legal issues, financial matters, and elder care and child care referrals.

If you're experiencing problems which are causing concern, you and your HMS counselor can work as a team to find solutions.

**Call HMS for Help:**

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