

Name: _____

Phone Number # _____

Tax Year 2011

*We Have a NEW
Appointment Address!
See Map on Last Page*

Chuck Sloan & ASSOCIATES

Tax Preparation for Performers

www.chucksloan.com

PHONE : (818) 769-2291 / Fax: 818 769-5274

Email: staff@chucksloan.com

*We Have a NEW
Appointment Address!
See Map on Last Page*

Thank you for allowing us to assist you with the preparation of your taxes. Remember— when you work with one of our associates you are working with all of our associates with years and years of cumulative experience and training.

We urge you to come in EARLY. There is no reason to put off having your taxes done. We charge less during February and early filing means you receive your refund faster. Once you have received all of your expected tax forms, call for an appointment. Even if you are concerned you may owe, meeting with us in February allows you weeks, even months, to prepare for the payment. If you owe taxes actual payment is not due until April 15th (actually Tuesday, April 17th in 2012) **regardless** of when you prepare or file.

EFiling is no extra charge and is always included in our cost of preparation. In keeping with California State law, which requires that we file all state returns electronically, electronic filing of both the Federal and State forms is a standard part of our process.

Don't delay your appointment! WE ALWAYS URGE OUR CLIENTS NOT TO CONSIDER FILING AN EXTENSION. An extension applies ONLY to the actual paperwork on a tax return. **ANY PAYMENT DUE MUST BE MADE BY THE APRIL 17th DEADLINE or you will be subject to interest and possibly penalties.** Most people can't determine what they might owe without doing the paperwork necessary to finish their return anyway. If the money owed must be paid by the tax deadline then why not file? And if you are due a refund why let the government keep your money one day longer than necessary?

STEP ONE in preparing your taxes is to make certain that you have filled out this form correctly. Please take the time to read through the following pages and fill out all of the forms with as much information as you believe you can. This will help you to find every legitimate, allowable deduction possible. That's why our tax packet is so extensive. We expect you to take the few hours of time necessary to add up your receipts and records. That's also the reason so few of our clients are ever audited and, if so; rarely pay a penny more in additional taxes.

We are well aware there are preparers willing to allow you to write off expenses without doing any of the work we ask; allowing you to "estimate" expenses and even offering suggested "averages" to "enhance" your refund. Beware! When you sign that return you risk a possible audit and paying additional taxes and penalties.

Before you schedule your appointment please be certain that you have received all of your W-2's, tax documents and other income records and have completely filled out this packet. We urge you to go back through your paycheck stubs and other records to make sure that all the companies you worked for have your proper address and have sent the appropriate forms.

Please be careful and take your time. If the information in this packet is incomplete or you are missing income records, your return will be inaccurate which calls for scrutiny by the IRS. If you have any documents or questions concerning your finances that are not listed on these worksheets, please bring the information with you and we will address them at your appointment.

Please have this packet filled out BEFORE you call for your appointment.

We realize that you have every intention of completing these forms in time for your appointment, but when you schedule before finishing the packet all too often we receive cancellations. We understand when our clients get auditions and have to postpone their meetings (we have the same problem on occasion as well.) But when these postponements occur because the packet isn't filled out (or you are late because you were awake to the wee hours finishing it the night before...?) we can't help but look at it as inconsiderate.

It not only messes up our preparers' schedules but other clients have lost the appointment time they may have needed. And because the tax season is finite, we have a limited number of openings before the April 17th tax deadline. Once a scheduled time is missed, there is no getting it back.

So please, be prepared before you call. There are usually plenty of open appointments, particularly early in the season, and we are concerned that this form be filled out in a timely manner, as correctly as possible.

GENERAL INFORMATION

Please fill out the information below to the best of your ability. We understand that some of the terms and questions may not be familiar to you.

Primary: Name: _____ Soc. Sec. #: _____

Occupation: _____ Date of Birth: _____ Blind: Y N

Spouse: Name: _____ Soc. Sec. #: _____

Occupation: _____ Date of Birth: _____ Blind: Y N

Address: _____ Different from W-2(s)?: Y N

City: _____ Zip: _____ Phone: _____

Cell Phone: _____ Email Address: _____

CAN YOU BE CLAIMED AS A DEPENDENT ON SOMEONE ELSE'S RETURN?: Y N SPOUSE?: Y N

WOULD YOU LIKE \$3.00 TO GO TO THE PRESIDENTIAL CAMPAIGN FUND?: Y N SPOUSE?: Y N

Dependent Information:

In the first column below, enter a **Dependent Code** for each dependent listed:

L - Child who lived with you **N** - Child who did not live with you due to divorce or separation **O** - Other dependent

Code	Full Name	Date of Birth	Social Security Number	Relationship	# of Months lived in Home

CHILD CARE EXPENSES

Name of Care Giver	Address	Phone	Federal ID Number	Amount Paid
--------------------	---------	-------	-------------------	-------------

MARITAL STATUS:

(Please Circle) Single Married Separated Widow
 Date: _____

If Filing Married / Separated, Does Spouse Itemize? Y N
 If Yes, Spouse's Social Security Number?: _____

Are you a Dual-Status Alien?: Y N

NEW: Are you a SIGNATORY on ANY Accounts Outside of the United States?	
Yes _____	No _____

DID YOU EARN ANY MONEY FROM FOREIGN COUNTRIES THAT COLLECTED TAX FROM YOU?

If yes, then make certain you bring in a record of when, where and how much.

Sometimes individuals apply some or all of their previous year's refunds to this year's taxes. If so please let us know. (If you were with us last year our computer will place that information into this year's records automatically.)

ELECTRONIC FILING INFORMATION: *(We suggest you bring your check book to confirm this information.)*

Many states, including California, are requiring preparers to file ALL tax returns through the Internet. This means that the following information will be automatically requested (although you will still have the right to receive your refund payment through the mail.)

Please be assured that if you use your banking information on your tax return, you are not providing the Tax Agencies with any banking information they cannot find on their own in about 30 seconds. If you would like to receive your refund (or pay taxes) through your checking account, which we recommend for your protection and ease of use, all we require is this information. If you would prefer to use your Savings Account, please make sure this information is correct with your bank before your appointment.

NAME OF FINANCIAL INSTITUTION: _____

ROUTING TRANSIT #: _____ ACCOUNT #: _____

ACCOUNT TYPE: Checking Savings

OWNERSHIP: Self Spouse Self & Spouse

Did you make any SIZEABLE purchases (generally above \$5,000) which required paying Sales Tax?

If Yes, how much? \$ _____ *(If you bought a car please bring in the long yellow sales receipt.)*

Did you make any ESTIMATED Tax Payments for 2011?

(If you are wondering what this means, you didn't make any.)

	Federal	State	Local
Quarter 1- By 4/18/11			
Quarter 2- By 6/15/11			
Quarter 3- By 9/15/11			
Quarter 4- By 1/15/12			
State Taxes for Previous Years			
TOTALS			

Pre-Appointment Check List:

Items you will need to complete your Taxes — To be kept with your copy of this year’s tax returns.

BRING ALL OF THE ITEMS if applicable.

	YES	NO
Last Year’s Tax Return		
2011 W-2 Forms		
1099-MISC for NON employee work		
Total of ALL CASH Income (includes Checks, Credit, Paypal) *		
1099-INT Statements of Interest Income		
1099-DIV Statements of Dividends & Distributions		
1099-B Sale of Stocks/Bonds (And value information) **		
1099-G State Tax Refund		
1099-G Unemployment		
1099-R IRA Distribution		
1099-R Pension Distribution		
SSA 1099 Social Security Tax Benefits		
W-2G Gambling Winnings		
Other Income: Gambling, prize winnings, jury duty		
Interest Payments and Taxes Paid on Home IRA / Health Savings Account Contribution Information		
1098-E Student Loan Interest		
Child Care Expense Information ***		
Education Expenses		
1098 Mortgage Interest		
DMV REGISTRATION RENEWAL NOTICE (Bill for car registration)		
Car Mileage Documentation		
Payroll / Check Stubs		
Closing Statements if you Bought or Sold property		

- * **CASH income** means any NON-W-2 or 1099 income you received for work, i.e. Print Work, Equity Waiver or income from other NON Acting business.
- ** If you **SOLD STOCK** you must be sure you also have the **Original DATE of PURCHASE** and the **AMOUNT you originally paid.**
- *** If you have **Child Care Expenses** make sure you have the address, phone number and Federal I.D. number of provider.

WARNING: Because performers are usually employed by more than one company throughout the year, make certain that you have compared your check stubs against the W-2's and 1099's mailed to you and have the ALL the Tax forms you should be receiving BEFORE making an appointment.

- If you have moved, changed a mailing address or have had W-2's going to your agent, you should call the employer to confirm you will receive them at the correct address. Be sure all of your employees have the new address--*Not just the Union(s).* If you have to re-do your return it will cost you twice as much.
- The amounts on the W-2s and 1099s can be wrong -- ALWAYS check against your pay stubs to be sure!

Even though companies are supposed to have all of your W-2s and 1099s mailed by January 31st, they don't always comply and it isn't their job to make sure you receive them at the correct address. However, you can bet that the IRS WILL receive their copy, and if you don't report that income the IRS will be sure to find you and let you know.

ADJUSTMENTS TO INCOME

SELF PAID HEALTH INSURANCE PREMIUMS	\$
ALIMONY PAID: Ex-Spouse's Soc. Sec. # :	\$
MOVING EXPENSES: Allowable ONLY if you moved at least 50 Miles <u>CLOSER</u> to new work.	
Shipping \$ _____ Truck Rental \$ _____ Travel / Lodging \$ _____ Storage \$ _____	
Moved FROM _____ To: _____ Distance _____ Miles	

Schedule A Deductions *(If Filing Jointly, Please COMBINE these expenses)*

A-1	MEDICAL Expenses NOT reimbursed by insurance. Examples: Medical, Dental, Eye Glasses (including exams), Therapists, Medicare Part B, Medical Policy Payments, RX, Ambulance, Parking. MUST be Medically Necessary. <i>Do NOT INCLUDE INSURANCE PREMIUMS Here -See Above</i>	
A-5	SALES TAX on any Major Purchases	
A-6	REAL ESTATE TAXES	
A-7	DMV REGISTRATION: <i>NOT including Parking tickets -- See your Vehicle Registration Renewal Notice</i>	
A-10	HOME MORTGAGE INTEREST	
A-15	CHARITABLE CONTRIBUTIONS: BY CASH, CHECK OR CREDIT CARDS (Must be able to validate ANY amounts with Bank Receipts)	
A-16	CHARITABLE CONTRIBUTIONS: OTHER than CASH, CREDIT OR CHECK (i.e. furniture, clothing) If Amount exceeds \$500 we will need address of Charity(s) and breakdown of contributions	
A-21	TAX PREPARATION FEES (All Costs to prepare LAST year's Taxes)	
A-22	INVESTMENT EXPENSES & CERTAIN LEGAL FEES for Business Purposes	
A-27	MISC DEDUCTIONS i.e. Gambling losses, only to the extent of gambling winnings	

EQUIPMENT EXPENSE

PLEASE NOTE LARGER PURCHASES ONLY, in general, **please don't list anything costing under \$100** as these expenses would probably be better included under "Supplies" on page 6; just list Major Equipment you purchased and used for business. The IRS also expects you to determine what **Percentage of Use** of that equipment you employ **Specifically** for business. This would be true for any equipment purchased that have applications in your life outside your performing profession, i.e. Cameras, camcorders, computers, etc.

ITEM DESCRIPTION	PURCHASE DATE	COST	TIMES	% BUSINESS USE	NET WRITE OFF
			X		=
			X		=
			X		=
			X		=
			X		=
PLEASE TOTAL					=

ACTOR / SINGER / ARTIST EXPENSES

	DESCRIPTION	Your Expenses	Spouses Expenses	Leave Empty
C-8	ADVERTISING & PUBLICITY (Photos, Resumes, Postcards, Ads, Etc.)			
	AUDITION DVDS (Costs to produce / duplicate Video Resume, Voice Over, Demo Tape, etc.)			
	GIFTS FOR BUSINESS (Individual Gift amounts are still limited to \$25 Per Person Per Year)			
C-10	AGENTS' COMMISSION & MANAGERS' FEES			
	THEATER CO.DUES or CASTING REGISTRIES (i.e. Actor's Access, Casting About, LA Casting)			
C-18	OFFICE SUPPLIES / STATIONERY / POSTAGE			
C-20B	STUDIO RENTAL / RENT OF BUSINESS PROPERTY			
C-21	MAINTENANCE OF PROFESSIONAL COSTUMES (NOT General Street Wear)			
	REPAIRS AND MAINTENANCE OF EQUIPMENT			
C-22	PURCHASE OF PROFESSIONAL COSTUMES (Doctor, Nurse, Police, Clown, etc., Not General Street Wear)			
	MAKE-UP, HAIR CARE & NAILS –Tied to Work ONLY, NOT GENERAL STREET USE Professional Performance Supplies, Photo Sessions, Specific Job Requirements--i.e., Hand Model, There is No "Maintenance Expense" deduction Allowed			
	SUPPLIES FOR RESEARCH (Props, Sheet Music, Books, Tapes, Scripts, etc.)			
C-25	CALLING SERVICE (for Background Actors) / ANSWERING SERVICE			
C-27	COACHING LESSONS (Acting Classes, Dance Classes, Casting Director Workshops, etc.)			
	TRADE PUBLICATIONS (Backstage, Hollywood Reporter, Variety, etc.)			
	AUDITION EXPENSE & ACCOMPANIST (Audition costs, Sides, etc.)			
	Other? _____			
NO C	UNION DUES & INITIATION FEES (Include 2% AEA Dues)			
	<u>Please SUB Total Above</u> (Even if you aren't sure of your entries)			
C-25	HOME TELEPHONE – Business Calls Only, Call Waiting			
	FAX LINE or Second HOME Line — If Installed / Used for Business Purposes – ALL costs			
	CELL PHONE – Please list your ENTIRE Expense			
	INTERNET / DSL Costs / AOL – Please list your ENTIRE Expense			
C-27	RESEARCH / VIEWING Expenses/Tickets— For EDUCATIONAL PURPOSES ONLY MUST be Documented- (See FAQs) Theater, Movies, Video Rentals, NETFlix, Film Societies.			
	CABLE, SATELLITE, TIVO -- Again, For EDUCATIONAL PURPOSES ONLY MUST be Documented- (See FAQs)			

CAR EXPENSES

BUSINESS EXPENSES

Defining and proving your business mileage is the biggest headache any of us have. If you are using mileage as a deduction, you are asked to define and prove four things. **ONE: "TOTAL MILEAGE"**—Your total mileage throughout the year. **TWO: "BUSINESS"**—Miles you drove specifically for business, and **THREE: "COMMUTING"**—Miles you drove while traveling to work. **FOUR: "OTHER" or "PERSONAL"** — This is simply what remains of your total miles after subtracting your Business and Commuting mileage.

ONE: TOTAL MILES—Obviously, if you write down your mileage on Jan. 1st and then again on the following Jan. 1st you know exactly how much you drove that year. Simply putting this figure down in your mileage log counts as proof (or repair bills with odometer readings on them can substantiate the log).

TWO: BUSINESS MILES—Any miles you drive for business related reasons when you are **NOT GETTING PAID** such as auditions, photography sessions, rehearsals, classes, movies, printers, entertaining agents, buying scripts, etc. These trips constitute BUSINESS MILEAGE but only if you have written down the trips in your log to prove it. Include BOTH directions. Don't forget trips when buying supplies for business expenses. If it is a deductible expense and you had to drive there, it's business mileage.

THREE: COMMUTING MILES— **Commuting is defined by the IRS as mileage to and from your place of employment** (Driving TO WORK and Back – when you ARE getting paid. Although this mileage is NOT deductible the purpose of establishing "commuting mileage" is so the IRS is aware that you haven't written off all of your mileage as business related. Unfortunately, most actors work only a few days each year and for those actors without a "regular job" to use as commuting mileage (including a job other than acting), we have to find a number for the IRS that looks reasonable on your return.

FOUR: PERSONAL MILEAGE — You will ALWAYS have personal miles (i.e., grocery store, gym, church, etc.) so you better make sure you have sufficient mileage left over to accommodate driving to places which are NOT related to your business or commuting mileage.

Any actor who has been audited is a BIG believer in writing down their trips. When you drive some place for business, just write it down. "Winging it" only works until you have to remember it two years later for an audit. Consider this fair warning!

ACTUAL EXPENSES

Although the IRS allows a standard amount per mile for business mileage, for some people the business portion of ACTUAL CAR EXPENSES can far exceed that amount. These costs include your gasoline, repair, car washes, insurance, or any other expense for your car. If you have a newer car, you are leasing the car or have significant repairs, you may consider this alternative. Even if you plan to use actual automobile expenses, you must ALWAYS establish the number of miles you drove for business as well as your total mileage.

Did you buy or lease a NEW car last year? Please bring in the sales agreement.	CAR 1	CAR 2
YEAR, MAKE, MODEL		
DATE VEHICLE PLACED IN SERVICE (i.e. If you started acting 2 yrs ago on June 15th then the entry would be 6-15-09)		
TOTAL MILES DRIVEN IN 2011 (Jan 1- Dec 31, 2011)		
BUSINESS MILES (Interviews, Agents, Job Search, When you are NOT getting PAID)		
COMMUTING MILES (Miles Driving to Work and Back when you ARE getting paid)		
CAB, BUS FARE, PARKING FEES (That did not involve overnight or commuting to & from work)		
MILES FOR MEDICAL PURPOSES (To and from Doctor, Treatments, etc.)		
MILES FOR CHARITABLE PURPOSES (To & From Volunteer Work)		
ACTUAL VEHICLE EXPENSES		
GASOLINE, OIL, REPAIRS, INSURANCE, ETC.		
VEHICLE RENTAL		
PRICE OF CAR (If purchased / leased within last five years)		
DATE OF PURCHASE / LEASE		
LEASE AGREEMENT PAYMENTS (NOT Auto Purchase payments)		
INITIAL PAYMENT PUT DOWN ON LEASE YEAR LEASED _____		

Trip #	Employer & Purpose	Dates (Date Left & Returned)	# of Days for Business	Destination
1				
2				
3				
4				
5				
6				
7				
8				

**Place Total
Travel Expenses
Here**

(Do NOT include Meals)

\$

**Place Total
MEAL Expenses
Here**

\$

Please Transfer this amount to line on Page 9

Expenses	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7	Trip 8
Travel Fares Air, Train, Bus								
Lodging Expense Hotels, Motels, Tents								
Local Transportation								
Cabs, Bus, Limos, etc								
AUTO RENTAL plus Gasoline / Repairs								
Telephone								
Parking								
Laundry & Tips								
TOTAL EXPENSES								
MEALS								
Actual Expenses								
Standard Allowance (See Page 9)								
Amount of per diem received								

ENTERTAINMENT FOR BUSINESS

(IN Town Events, Business Lunches / Dinners, etc.)

Although we do not expect you to write the information down for every entertainment event you are deducting here, you must be able to offer the following information to substantiate your expenses. This information should be kept in your expenses log or diary accompanied by proper records or receipts with the information written on the back.

You **MUST** have the following information for every event. If there is insufficient room on this form—just place the total expense figures here.

NAME (Person Entertained)	DATE	BUSINESS PURPOSE	LOCATION	AMOUNT
			TOTAL AMOUNT	

ADD: OUT OF TOWN MEAL EXPENSES (From Page 8) _____

TOTAL MEAL EXPENSES

Per Diem / Travel Meals / Business Meetings

For **IN TOWN** expenses you must be able to prove your expenses listed above (or in your receipts) and be able to provide the information we have indicated above.

For Travel or **OUT OF TOWN** meal costs, the IRS Standard Meal Allowance for 2010 throughout the country varies from \$46 per day in smaller cities to as much as \$71 per day in major cities (*available at <http://www.gsa.gov/portal/category/21287>*.) These allowances are for ALL meals and tips per day. If you believe that your ACTUAL expenses exceed this amount, then you should be prepared to prove it in an audit with your travel records and receipts.

We have the IRS meal allowances in our office but If audited, you'll have to prove where you traveled and how many days you spent there (include travel days in your total.)

For any Travel Expense greater than \$75, you **MUST** have a receipt (expenses less than \$75 can be hand written in your book), but you must **ALWAYS** have a receipt for any amount of Lodging Expense.

EXPENSES for 1099-MISC (NON-performance related.)

Many performers have sideline businesses until the acting work comes in. If this income is non-employee income (untaxed and not reported to you on a W-2) then you are considered in business for yourself and will have to keep expenses separate for each different business. These could include word processing, carpentry, landscaping, catering and the like. You should report this income whether you receive a 1099-MISC or not.

Schedule C	Business 1	Business 2	Business 3
8 Advertising			
9 Car & Truck Expenses (Gas, Insurance, Repairs)			
TOTAL Miles			
BUSINESS Miles			
10 Commissions & Fees			
13 Equipment for Depreciation			
15 Insurance			
17 Legal & Professional Services			
18 Office Expense			
20a Equipment Lease			
20b Property Rent or Lease			
21 Repairs & Maintenance			
22 Supplies			
23 Tax & Licenses			
23 Travel (Out of Town / Overnight)			
24a Meals & Entertainment			
25 Utilities			
26 Wages Paid to Others			
27 Other Expense			
27 Other Expense			
27 Other Expense			

If there is information concerning your finances not listed in this packet, or you have any questions, please make a note below. Don't forget to include all amounts paid or received for your business.

IF YOU GET A NOTICE FROM THE INTERNAL REVENUE SERVICE OR THE STATE

Call us immediately, or better yet send us an email which we respond to within hours. If you have received a letter please fax a copy to 818 769-5274 (or scan and email it) so we can better explain to you what the IRS or the state may be trying to say in their correspondence.

We urge you NOT to automatically pay the bill until after we have spoken with you. There is usually no fee for phone consultation (assuming it is not unduly abused.) It is not uncommon for the IRS to make mistakes or for the problem to be a simple misunderstanding. Last year we had a client report a \$1600 1099 which the IRS mistyped into its computer as \$16,000.

If a mistake is due to our error we will not hesitate to make the correction and cover the responsibility for any outstanding interest and penalties that may be due as a result of the inaccuracy (any actual taxes that are due and/or would have been due if the mistake on our part had not been made is still your responsibility as it would have always been.)

IF YOU GET A NOTICE FOR AN AUDIT PLEASE CONTACT US IMMEDIATELY. Although it is rare for our clients to be examined, it does happen. In fact most of the audits we attended this year were on behalf of clients who had their returns prepared outside of our firm and were referred to us for assistance.

In order to keep our fees low our standard rates do not include an “audit guarantee” but we are available to assist you if you are informed that your return is selected for examination. One of the principle reasons we do not include an “audit guarantee” is simply because so few of our clients are audited at all and to raise our fee for the sake of the few that do get examined wouldn't be fair to the rest.

Preparation in advance for the audit is the key to a successful examination. As a result our record in examinations is outstanding and we have had few of our clients pay even one dollar more in additional taxes when we have been able to assist them. Billing for this service is negotiated on an hourly basis.

The IRS has three years from the date of your filing to examine your return so you should keep your copy and all of your documents and records which substantiate the information on your return at least that long in a safe and secure location.

FREQUENTLY ASKED QUESTIONS:

What are “average” expenses?

There are no averages. People who have new headshots done frequently will have much higher photography expenses than someone who hasn't changed their headshot in years. Some people make a habit of entertaining their agents and managers whereas others would never dream of doing that. You must be able to prove every expense that you have used as a deduction if you were to be audited. But by all means, if you have the expense we want you to take the deduction. If you don't have the receipt (or other proof,) our associates may be able to help you find a way to prove the expense.

How can I learn what legitimate deductions are?

It takes only a little homework, such as visiting our website (www.chucksloan.com) where we have more detailed information direct from the IRS on what they consider valid performer expenses. Essentially any expense you make specifically for and because of your career can be written off. BUT, if an expense can be considered personal as well, you may have trouble with the deduction.

How can I prove my deductions?

The IRS says, “*You generally must have documentary evidence, such as receipts, canceled checks, or bills, to support your expenses.*” The IRS also says, “*You cannot deduct amounts that you approximate or estimate.*” Just get into the habit of keeping ALL of your receipts and tax records and then storing them in a safe place. If there might be any question as to a deduction, just keep the receipt.

Write down your appointments, meetings, classes and auditions for mileage purposes and written documentation. If you take any trip for business, write it down in a standard place and don't lose it. With MapQuest you no longer have to keep track of every mile but you must keep a written log of your trips and appointments. Those records also validate your expenses.

Be sure to keep all of your payroll records and store them together for easy access. If you receive numerous checks from a single employer, store them in chronological order. Regularly (every few months) compare your check stubs against the year to date totals to make sure you have received all of your earnings, especially with residuals. In other words, if you get a new check for \$500, the amount of the “Year To Date” total should increase \$500 from the “YTD” on the previous pay stub. If it has increased by more than that amount, you are missing a check.

Keep everything together, perhaps in something as simple as a cardboard box, or if you want to get fancy, an accordion file or file cabinet. But get into the habit of keeping all your records!

The Policy of California Tax Education Council (CTEC)

This is being presented so that you are aware of the Tax Preparer Code of Conduct and Responsibilities established by the California Tax Education Council..

Background: In 1996 the California Legislature passed the Tax Preparers Act. Business and Professions Code 22250-22259, which regulates tax preparers. Those sections of the statute pertaining to tax preparer ethics, professional conduct, conduct regarding bonding and penalties for breaking the law are listed below.

A tax preparer is defined as “*a person who, for a fee, assists with or prepares tax returns for another person or who assumes final responsibility for completed work on a return on which preliminary work has been done by another person, or who holds himself or herself out as offering those services.*”

A tax return is defined as “*a return, declaration, statement, refund claim, or other document required to be made or filed in connection with state or federal income taxes or state bank and corporation franchise taxes.*”

When a person prepares a tax return, for a fee, without the appropriate lawful designation, he or she could be cited and fined up to \$5,000 for each illegally prepared tax return. According to California Business and Professions Code 22253.2, the Franchise Tax Board may notify the California Tax Education Council when it identifies an individual who has violated the law. The Franchise Tax Board pursuant to an agreement with the California Tax Education Council, may do any of the following: (1) Cite individuals preparing tax returns in violation of subdivision (a) Section 22253. (2) Levy a fine of up to five thousand dollars (\$5,000) per violation. (3) Issue a cease and desist order, which shall remain in effect until the individual has come into compliance with the provisions of paragraph (1) of subdivision (a) of Section 22253.

CTEC Registered Tax Preparers (CRTPs):

- Must register as a tax preparer with the California Tax Education Council (CTEC).
- Must maintain a \$5,000 Tax Preparer Bond issued by a surety company admitted to do business in California. A tax preparer shall provide to the surety company proof that he or she is at least 18 years of age before a bond can be issued.
- Must not conduct business without having a current surety bond in effect.
- Must furnish evidence of a current bond upon the request of any state or federal agency or law enforcement agency.
- *Must, prior to rendering any tax preparation services, provide the customer, in writing, with the tax preparer’s name, address, telephone number, and evidence of compliance with the bonding requirement. (As noted opposite.)*

Our Address and Phone number is:

14120 Magnolia Blvd., Sherman Oaks CA 91423 818 769-2291

The registered CTEC number indicates we are in compliance with the regulations. Feel free to go on line and check us out at www.ctec.org.

PREPARER NAME	BOND WITH	CTEC NUMBER
Chuck Sloan	Financial Pacific	CTEC #: A026477
Tricia Lee Pascoe	Financial Pacific	CTEC #: A104503
Joe Howard	Financial Pacific	CTEC #: A036114
Ursula Whittaker	Financial Pacific	CTEC #: A109488
Lamont Dixon	HCC Surety Group	CTEC #: A142498
Marta Sullivan	Western Surety	CTEC #: A150455
Stephanie Griffin	Financial Pacific	CTEC #: A154540
Ronnie Steedman	Western Surety Company	CTEC #: A146953
Michael Campbell	Financial Pacific	CTEC #: A144437
Jordana Capra	Merchants Bonding Co.	CTEC #: A237088
Lindsay Thompson	Merchants Bonding Co.	CTEC #: A237220
Dominic Comperatore	Western Surety Company	CTEC #: A149390

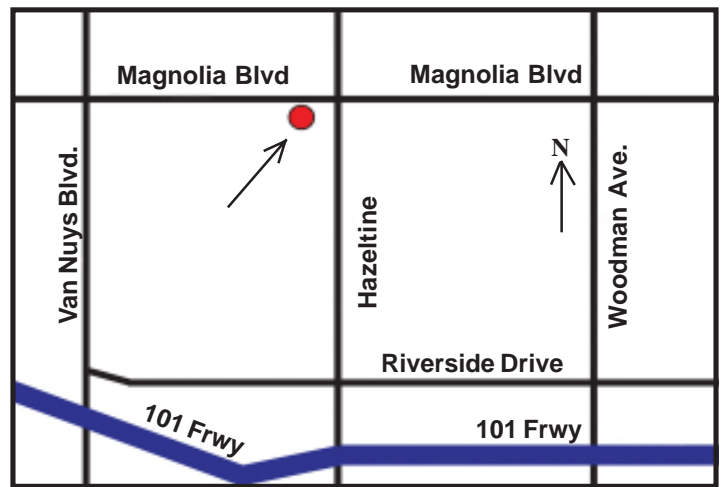
Registered: Registered status indicates the individual has completed the annual registration requirements by completing the required education and maintaining a \$5,000 tax preparer bond. Registered individuals are compliant with the California Business & Professions Code, Section 22250-22259, and are able to prepare taxes for a fee in California.

- Must not violate provisions of Sections 17530.5 or 7216 of Title 26 of the United States Code prohibiting tax preparers from disclosing any information obtained in the business of preparing federal or state income tax returns unless (1) consented to, in writing, by the taxpayer in a separate document; (2) expressly authorized by law; (3) necessary for the preparation of the return; and, (4) pursuant to court order.
- Must not fail to sign a customer’s tax return when payment for services rendered has been made.
- Must not fail to return, upon the demand by or on behalf of a customer, records or other data provided to the tax preparer by the customer.
- Must complete, on an annual basis, not less than 20-hours of continuing education from a CTEC approved provider (12 hours federal, 4 hours California, and 4 hours of either federal or California).

NEW Appointment Location!!

**14120 Magnolia Blvd.
Sherman Oaks 91423**

**Three Miles WEST of our OLD location
Just West of Hazeltine (Between Woodman and Van Nuys)
on South Side of Street
Two Doors West of AFTRA-SAG Credit Union Sherman Oaks Branch**



Directions from Hollywood:

Take 101 Frwy. North to Woodman Ave. Turn Right going North. At Magnolia turn Left and go past Hazeltine to 14120 Magnolia Blvd.

Or

Through Canyons:

Follow Laurel Canyon or Coldwater Canyon NORTH (through hills) to Magnolia Blvd. Turn Left and go past Hazeltine to 14120 Magnolia Blvd.

Directions from the Glendale/Pasadena:

Take 134 West to 101 North. Continue North to Woodman Ave. Turn Right going North. At Magnolia turn Left and go past Hazeltine to 14120 Magnolia Blvd.

Directions from Santa Monica/West LA:

Take 405 North to the 101 South and exit on Van Nuys Blvd. Turn Left at the off-ramp and go North to Magnolia Blvd. Turn Right to 14120 Magnolia Blvd.

**Free Street Parking and in the lot BEHIND our building
(Warning: Do NOT park in Dentist office next door)**