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 **TAXPROS**  
"The Tax Savers"  
P.O. BOX 127  
AMERICAN FORK, UT 84003

9:00 - 6:00 Mon-Sat  
[taxpros1040@hotmail.com](mailto:taxpros1040@hotmail.com)  
[taxpros1040.com](http://taxpros1040.com)



## This is your CORPORATE TAX ORGANIZER for 2011



Please enter your 2011 information in the spaces provided and include all forms such as profit and loss schedules, balance sheets, 1099s, etc. Details are the key to fast preparation and accurate filing. Incomplete information will delay the preparation of your tax return. All fields with a \* are required to be completed with your information.

**Please be sure to include your daytime telephone numbers or email so we may contact you if additional information is needed.** Our privacy policy ensures that all information is confidential. We never release information without your consent.

**All tax return preparation fees must be pre-paid.** Returns will be released only after payment is received. Please complete payment section, Section H, in your tax organizer with your Visa or MasterCard information or include a check and return it with your tax information.

**Remember, there is a \$20.00 discount if you mail your information to us.** Fees for clients who request an appointment with a tax preparer will not include this discount.

Tax deadlines for Corporations are MARCH 15, 2012. Partnership deadlines are APRIL 15, 2012. Please contact our office if you need an extension filed. Failure to file extensions results in penalties!

We appreciate your business and are here to serve you. We hope you had a great holiday season and we wish you a successful New Year in 2012!

Thanks again,  
Janeen Ledkins & Clyde Roper

## 2011 CORPORATION & PARTNERSHIP RETURNS

✓	FINANCIAL / LIFE CHANGE IN 2011	WHERE TO FILL IN INFORMATION
	Does the company file on a full calendar year or fiscal year?	Section A
	Is this the company's initial return?	Section A, include article or acceptance letter
	Is this the company's final return?	Section A
	Has the company's name or Federal ID # changed?	Section A
	Did you receive correspondence from the IRS or State Tax Agency?	Please include all letters.
	Does the company have rental property?	Section D
	Did the company sell stock during the year?	Section G, include all 1099-Bs.

**REMEMBER** - Send all information to **TAX PROS, P.O. BOX 127, AMERICAN FORK, UT 84003**