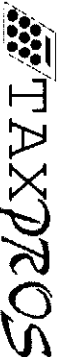


801-756-1110 OFFICE
801-492-1335 FAX



P.O. BOX 127
AMERICAN FORK, UT 84003

9:00 - 6:00 Mon-Sat
taxpros1040@hotmail.com
taxpros1040.com

Ⓢ This is your CORPORATE TAX ORGANIZER for 2010 Ⓢ

Please enter your 2010 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, 2011. Partnership deadlines are APRIL 15, 2011.

Please contact our office if you need an extension filed. Failure to file extensions result 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 2011!

Thanks again,

Janeen Ledkins & Clyde Roper

2010 CORPORATION & PARTNERSHIP RETURNS

| ✓ | FINANCIAL / LIFE CHANGE IN 2010 | 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**

CORPORATE INCOME TAX DATA - 2010

*** SECTION A**

Company Name: _____ Federal EIN # _____
 Phone # () _____ Name Change? YES / NO
 Address: _____ City _____ State _____ Zip _____
 E-mail: _____
 Is your company a: C-Corporation S-Corporation LLC / Partnership
 Date company formed: _____ Initial Return? YES / NO
 Date S-Corp election filed: _____ Final Return? YES / NO
 Principal Activity: _____ Cash or Accrual Method?
 * If your company is a S-Corp, please provide a copy of form 2553 Election by a Small Business Corporation

*** SECTION B**

SHAREHOLDER / PARTNER INFORMATION

* LLCs are considered partnerships by the IRS, they must have at least two partners.

| | FIRST NAME | LAST NAME | SOCIAL SECURITY # | ADDRESS | % |
|---|------------|-----------|-------------------|---------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

*** SECTION C**

INCOME AND EXPENSE (Please send original 1099s)

GROSS RECEIPTS OR SALES (TOTAL INCOME):

| | | | |
|--|----|--|---------|
| Cost of Goods Sold: | | New Asset / Equipment (if multiple items, please list separately) | Cost \$ |
| Cost of merchandise purchased | \$ | Date purchased: | \$ |
| Cost of Labor (Subcontractors) (1099s) | \$ | Postage & Delivery | \$ |
| Salary & Wages (W-2s) | \$ | Printing & Reproduction | \$ |
| Materials & supplies | \$ | Professional Fees | \$ |
| Other costs | \$ | Rent or Lease :machinery / equipment | \$ |
| Inventory at end of year | \$ | Rent or Lease: other business property | \$ |
| OTHER EXPENSES: | | Repairs or Maintenance | \$ |
| Advertising | \$ | Telephone | \$ |
| Bank Charges | \$ | Travel | \$ |
| Bond Expense | \$ | Uniforms | \$ |
| Cleaning | \$ | Utilities (Business related) | \$ |
| Dues & Subscriptions | \$ | Other Business expenses | \$ |
| Employee Benefit Programs | \$ | Other Business expenses | \$ |
| Insurance | \$ | Other Business expenses | \$ |
| Interest Expense | \$ | VEHICLE EXPENSE: | |
| Truck or other interest (Business related) | \$ | Vehicle Expenses (oil, gas, repair, etc.) | \$ |
| Meals & Entertainment | \$ | Vehicle Mileage (if multiple vehicles, please list mileage separately) | |
| Legal & Professional Fees | \$ | Business mileage | # |
| Licenses & Permits | \$ | Personal mileage | # |
| Office Expense | \$ | Total mileage | # |

*** SECTION D**

BALANCE SHEET INFORMATION

| ASSETS | | LIABILITIES | |
|---------------------|----|-----------------------|----|
| Cash | \$ | Other Current Assets | \$ |
| Accounts Receivable | \$ | Loans to Shareholders | \$ |
| Inventories | \$ | | |

| | | | |
|-----------------------------------|----|-----------------------------------|----|
| Accounts Payable | \$ | Other Current liabilities | \$ |
| Loans Payable in less than 1 year | \$ | Loans payable in more than 1 year | \$ |
| Loans from Shareholders | \$ | | |

SECTION E

RENTAL INCOME and EXPENSE

If you have more than one property, please list separately.

Please list all EXPENSE TOTALS.

| ADDRESS OF PROPERTY: | TOTAL RENT RECEIVED | |
|-------------------------|---------------------|----------------|
| Property Taxes | \$ | \$ |
| Legal/Professional Fees | \$ | \$ |
| Mortgage Interest | \$ | \$ |
| Cleaning/Maintenance | \$ | \$ |
| Utilities | \$ | Repairs \$ |
| Auto Mileage | \$ | Supplies \$ |
| Advertising | \$ | Furnishings \$ |
| Insurance | \$ | Other \$ |

Sale of Rental: Purchase Price: \$ _____ Sale Date: _____ Did you receive a 1099-S for property Yes / No
 Sell Price: \$ _____ *Please include closing statements

SECTION F

INTEREST INCOME (1099-INT & 1099-DIV) BANK STATEMENT INFORMATION

| BANK / PAYER | NAME ON ACCOUNT | AMOUNT | BANK / PAYER | NAME ON ACCOUNT | AMOUNT |
|--------------|-----------------|--------|--------------|-----------------|--------|
| | | \$ | | | \$ |
| | | \$ | | | \$ |

SECTION G

STOCK SALE (1099-B)

| STOCK OR PROPERTY NAME | DATE PURCHASED | COST | DATE SOLD | SALE PRICE |
|------------------------|----------------|------|-----------|------------|
| | | \$ | | \$ |
| | | \$ | | \$ |
| | | \$ | | \$ |

*** SECTION H**

TAX RETURN PREPARATION FEE / PRE - PAYMENT

THIS YEARS FEE WILL INCREASE BY \$5.00. PLEASE INCLUDE THE AMOUNT PAID ON YOUR 2009 TAX RETURN PLUS \$5.00

If you are unsure of the amount paid, please call our office and we will look up the amount for you. This is an approximate amount. If there are additional charges or credits, we will bill you for the difference or refund your overpayment. **There will be a \$20.00 charge for returned checks.**

Tax returns will not be released until payment is received.

METHOD OF PAYMENT:

CHECK # _____

Please make checks payable to Tax Pros

OTHER PAYMENT METHOD

VISA MASTERCARD

Account # _____

Exp. Date: _____

Signature (required) _____

Additional Comments: _____

