

**ESTILL & LONG, LLC**  
ATTORNEYS & COUNSELORS AT LAW  
(720) 922-1120 (Office) (720) 922-2925 (Fax)

Scott M. Estill, Esq.  
Stephanie F. Long, Esq.  
Renet Z. Greer, Esq.  
Karen O. Fleming, Paralegal

2579 West Main Street  
Suite 201  
Littleton, CO 80120

**2011 TAX ORGANIZER  
(FOR USE IN FILING 2010 TAX RETURNS)**

Dear Valued Client:

It is fast approaching that time of year again, and we want to help you be prepared for the upcoming tax season. The deadlines for 2010 tax returns are as follows. Please note the following deadlines are final, and we will not guarantee completion of your return if you send us the information past these dates. Of course, it is always beneficial to send us your information *before* these deadlines to ensure faster completion:

<b><u>Tax Form</u></b>	<b><u>Organizer Due Date</u></b>	<b><u>Filing Date</u></b>	<b><u>Final Extension Date</u></b>
1040	3/1/11 or 09/1/11*	4/18/11	10/17/11
1120/1120S	2/1/11 or 08/1/11*	3/15/11**	9/15/11
1065	3/1/11 or 08/1/11*	4/18/11**	9/15/11

(\*due date for returns on extension to be completed by final deadline)

(\*\*unless C-Corporation has a fiscal year end, then the return is due 2 ½ months after the fiscal year end)

Attached please find a tax organizer that will assist you in organizing your 2010 tax information. Please complete sections that pertain to you and ignore those sections that do not pertain to you. We ask that all information relating to the preparation of your tax return be sent to us in an organized manner (i.e. no shoe boxes full of receipts!). Please retain your original documents.

Please note that our firm generally has a six week turn around time on tax returns. **If we receive your information past the above deadline, we will either not be able to complete your return on time, or there will be an additional tax preparation charge, at our discretion, for returns we receive after the organizer due date that we need to rush to meet the tax filing deadline.**

Also, please note that we no longer automatically file extensions for those clients who do not send their information by the organizer due date. Requested extensions will be billed at \$25 each. You can now request and pay for your extension via our website at [www.shop/estillandlong.com/main.sc](http://www.shop/estillandlong.com/main.sc).

Please follow these instructions for completing the tax organizer:

1. Please follow the instructions on the next two pages for personal returns or business returns (or both), whichever is applicable.
2. You can email or mail us the completed organizer. Please do not send fax copies as these are usually illegible or missing pages. Additional charges for printing may apply.
3. Please send only copies of your documents to ensure the originals do not get lost in the mail.
4. Our firm policy is to require payment up-front before your tax returns can be released or e-filed. Please be aware we will call you for payment when your taxes are completed or you can pay the tax preparation fee when you pick up your taxes.
5. Please sign and return to us the 2010 Engagement Letter included with these instructions. The signed engagement letter is required before we can release or e-file your tax returns.
6. Please note that starting in 2011, we are required to e-file all *federal* tax returns. There is no option to paper-mail these with the IRS. However, for state tax returns, some states do not have e-filing that is compatible with our tax software program. If this applies to you, we will mail you the state tax return for which you will need to sign and mail to the appropriate state agency.
7. Please complete sections that pertain to you and ignore those sections that do not pertain to you. **Please also ignore the prior year's column if we have completed your taxes for the prior year, as we already have this information.**

## ESTILL & LONG, LLC

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Dear Client:

This letter confirms the services we will provide in preparing your 2010 federal and state (if applicable) personal and/or business income tax return(s). We want to provide you with a written understanding of what we will do in connection with your tax return preparation.

You agree to furnish all the information that is necessary for the preparation of the above tax return(s), and represent that the information you are supplying is accurate and complete to the best of your knowledge. The written and oral information supplied by you will be the only source of information for the preparation of your return(s), and we will not independently verify your information. Our work in connection with the preparation of your income tax return(s) does not include any procedures designed to discover defalcations or other irregularities, should any exist. In the event of an audit by the taxing authorities, you may be asked to produce documents, records, or other evidence to substantiate the items of income and deductions shown on the tax return(s).

Even though we are attorneys who prepare your income tax returns, the privilege that normally applies via the attorney-client relationship, will not apply for the work we do as tax preparers. The IRS Restructuring and Reform Act of 1998 extended the attorney-client privilege to certain communications between you and your Tax Preparer. However, the communications must be in connection with tax advice and must be such that they would be privileged if made by you to us as your lawyer. Again, communications concerning the preparation of a tax return will not be privileged. In addition, your confidentiality privilege can be inadvertently waived if you discuss the content of the privileged communications with a third party. This privilege for communications between you and your Tax Preparer only applies to non-criminal tax matters before the IRS and non-criminal tax proceedings brought by or against the government in any federal court.

Our fees for tax preparation services will be computed based on a flat fee basis depending on the amount of forms and schedules we prepare and the complexity of the return preparation. Please see our tax organizer for our price sheet. Please note that once we commence on your tax preparation file fees will begin accruing depending on the tax work completed.

Time spent directly related to the preparation of your taxes is already included in the flat fee you pay to us to have your taxes prepared. However, you may have other tax or business issues or questions that arise outside of the scope of your tax preparation. We will be available to answer your inquiries on specific tax matters and to consult with you regarding income tax and business planning. *Please be advised that any time we spend to answer questions or provide tax or business planning will be billed to you at our normal hourly rates billed in quarter-hour increments.* Such billing includes time spent answering email questions, telephone conferences, replying to IRS and state notifications, and in-person consultations. The following are our current billable rates:

Scott Estill, Esq.:	\$300 per hour
Stephanie F. Long, Esq.:	\$260 per hour
Renet Greer, Esq.:	\$235 per hour
Karen Fleming, Paralegal:	\$110 per hour

Invoices are due upon receipt. Taxes will not be released until your invoice is paid in full. Interest will also be charged beginning 30 days after the billing date at the rate of 11/2% a month on all outstanding balances with a \$5 minimum charge.

Tax returns are subject to audit and possibly challenged by the Internal Revenue Service which may result in additional assessments of tax, interest and in certain cases, penalties. Generally, an assessment by the taxing authorities is presumed to be correct and must be rebutted by the taxpayer. You understand that we do not assume responsibility for such assessments and, if you would like us to assist you in connection with the audit of your return(s), there will be an additional fee for our services based on our hourly rate, as noted above. If you are assessed penalties or interest by a taxing authority, through no fault of our firm, we can attempt to abate them if you desire. The fee for this service is based on our normal billing rates.

If the above correctly sets forth our understanding, please sign the copy of this letter and return it to us. Please keep a copy of this letter is for your records. We look forward to being of further service to you.

Sincerely,

***Estill & Long, LLC***  
Attorneys and Counselors at Law

Accepted by (for individual returns)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name (Spouse): \_\_\_\_\_

Signature (Spouse): \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by (for business entities):

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **INSTRUCTIONS FOR PERSONAL RETURNS:**

Please send us the following:

### **Personal Tax Returns Only:**

- Completed Tax Organizer (Attached)
  - Last Year's tax return (if we did not prepare 2009 taxes)
  - Form(s) W-2
  - Schedule(s) K-1 from partnerships, S-corporations, estates or trusts
  - Information about contributions to a pension or other retirement plan if this is the first year you received income from the plan
  - Form(s) 1099 or statements reporting dividend, interest, retirement or other income
  - Broker statements providing details of the capital gains transactions. **Please include cost basis information including date purchased and purchase price as well as the sale price and sale date for all stock transactions.**
  - Form(s) 1098 and copies of real estate tax bills, etc
  - Legal documents pertaining to the sale or purchase of real property
-

**INSTRUCTIONS FOR BUSINESS ENTITIES (Corporations, Two or More Member LLCs and Partnerships only) (If you have a Single Member LLC or a Sole-Proprietorship, please fill out the self-employed Schedule C worksheet in our tax organizer):**

**Business Entity Tax Returns:**

- Profit and Loss Statement
  - This is a listing of income and expenses of the company. You can handwrite this if you do not use a program like Quickbooks.
- Balance Sheet
- Prior year tax return (if not in our possession)
- If your business entity owns rental properties, each Property needs its own income and expense sheet. Please do **NOT** group this information in with the general P&L.
  - Each property should be separately stated. If this is the first year you placed your rental property in service, please provide us with the closing statement on the purchase, the date the rental was first rented or **ready** to be rented, as well as any improvements made to the property and their cost.
- If your business entity purchased and sold real estate, please provide us with the closing statements on both the purchase **and** the sale. Please also list any additional improvements made to the property prior to sale and their cost.

**Newly Formed Business Entities:**

- Profit and Loss Statement
- Balance Sheet
- SS-4 Application (submitted to the IRS to obtain your business EIN)
- Owner information including:
  - Percentage of Ownership
  - Owner's Name
  - Owner's Address
  - Owner's SSN

## 2011 PRICE LIST

All tax returns will be billed on a flat fee basis, depending on the complexity of the return and the forms and schedules prepared. Please note the following price list:

Letter to client's lender:	Applicable hourly rate
Additional Copy of Tax Return (Per Copy)	\$40 per hour plus 15 cents per copy
Tax Filing Extension:	\$25.00 per extension
Penalty Abatement letter:	Applicable Hourly Attorney Rate
Tax Planning/Tax Research/IRS Correspondence:	Applicable Hourly Attorney Rate

### Additional Tax Forms and Schedules:

<u>Form</u>	<u>Description</u>	<u>Fee</u>
Form 1040	U.S. Individual Income Tax Return	\$149 (includes one state tax return)
1040-V	Payment Voucher	No Charge
1040X	Amended Return	Applicable hourly rate
1040-ES	Estimated Tax Vouchers	\$25
1045	N.O.L. Application for Tentative Refund	Applicable hourly rate
1116	Foreign Tax Credit	\$45
2106	Employee Business Expenses	\$65
2120	Multiple Support Declaration	\$25
2210	Underpayment- Estimated Taxes	\$39
2441	Child/Dependent Care	\$50
2555	Foreign Earned Income	\$99
3621	N.O.L. Loss Computation	\$49
3800	General Business Credit	\$79
3903	Moving Expenses	\$55
4070	Employee's Reporting of Tips	\$69
4137	Unreported Tip Income	\$39
4562	Depreciation	\$9 per entry/\$50 min.
4684	Casualties and Thefts	\$89
4797	Sale of Business Property	\$99 per sale
4868	Automatic Extension to File	\$25
4952	Investment Interest	\$49
4972	Tax on Lump-Sum Distribution	\$39
5329	Additional Tax on Early Distributions	\$49
6198	At-Risk Limitations	\$69
6251	Alternative Minimum Tax	\$99
6252	Installment Sales	\$139 per sale
8275	Disclosure Statement	\$59
6781	Gains/Losses from 1256 Contracts	\$59
8275	Disclosure Statement	\$69
8283	Non-Cash Charitable Contributions	\$55
8332	Release of Claim of Exemption	\$29
8582	Passive Activity Loss	\$75
8582-CR	Passive Activity Credit	\$109

8606	Non-Deductible IRA's	\$55
8801	Credit for Prior Year Minimum Tax	\$109
8812	Additional Child Tax Credit	\$35
8814	Parent's Election to Report Div/Int	\$45
8822	Change of Address	\$29
8824	Like-Kind Exchanges	\$199 per exchange
	(up to 4 properties acquired/exchanged/\$49 for each additional property)	
8829	Home Office Deductions	\$105
8839	Qualified Adoption Expenses	\$99
8863	Education Credits	\$65
8867	Preparer Checklist- EIC	\$25
8880	Credit Qualified Retire Savings Contrib.	\$35
8889	Health Savings Accounts	\$55
8917	Tuition and Fees Deduction	\$55
9465	Installment Agreement Request	\$50

<u>Schedule</u>	<u>Description</u>	<u>Fee</u>
Schedule A	Itemized Deductions	\$99
B	Interest/Dividends \$45 up to 5 entries/\$6 per entry thereafter	
C	Sole Proprietorship Profit/Loss	\$199
C- EZ	Short Form- Sole Proprietorship	\$89
F	Farm Income/Expenses	\$199
D	Capital Gains/Losses \$65 or \$8 per entry (whichever is higher)	
E	Rent/Royalty Income/Loss \$50/property/\$50 min.	
EIC	Earned Income Credit	\$35
H	Household Employment Taxes	\$59
R	Credit for Elderly/Disabled	\$49
SE	Self-Employment Tax	\$49

#### **Corporation/Partnership/LLC/Fiduciary**

940	Federal Unemployment Tax Return	\$89
941	Federal Quarterly Payroll Return	\$99
1041	Fiduciary Income Tax Return	\$600 and up
1065	Partnership Income Tax Return	\$600 and up
1099	Miscellaneous Income Statement	\$29 each
1118	Foreign Tax Credit- Corporations	\$129
1120	Corporate Income Tax Return	\$600 and up
1120S	S-Corporation Income Tax Return	\$600 and up
3115	Change in Accounting Method	\$129 and up
K-1	First 2 Free- then per additional K-1	\$49
W-2	Wages- Employee Withholding	\$49
7004	Extension for Corporations	\$25
8825	Rental Property Income or Loss	\$50 Property/\$50 minimum

#### **State Tax Returns**

First State Tax Form	No Charge
Additional State Tax Forms	\$99



Any form NOT LISTED

Call For Quote

The prices listed on this form are general prices and we expressly reserve the right to adjust prices as the facts and circumstances may dictate. For instance, a Schedule C with only 2 entries would have the price potentially adjusted downward, while the same form with numerous computations would have the cost adjusted upward. Please discuss these fees with us prior to having the return prepared if you have any questions or concerns.

If you have any questions, please give us a call.

Sincerely,  
Scott Estill, Esq.  
Stephanie F. Long, Esq.  
Renet Greer, Esq.  
Karen Fleming, Paralegal  
Stephanie Ashworth, Office Manager