

## **2011 INCOME TAX DUE DATES**

### **2011 Personal Returns**

- ❑ **DUE DATE: 4-17-12 -- CAN BE EXTENDED TO: 10-15-12 (MUST PAY TAXES BY 4/17/12)**

### **2011 S-Corporation Returns**

- ❑ **DUE DATE: 3-15-12 -- CAN BE EXTENDED TO: 9-17-12**

### **2011 LLC Returns (taxed as Partnership)**

- ❑ **DUE DATE: 4-17-12 -- CAN BE EXTENDED TO: 9-17-12**

**PLEASE READ THE FOLLOWING PAGES FOR ADDITIONAL INFORMATION ABOUT YOUR DUE DATES AND COMMON QUESTIONS.**

*Page 1 & 2 - Personal Tax Preparation Information*

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**Page 2 - Rental Property Preparation Information**

**Page 3 & 4 - S-Corporation Tax Preparation Information**

## **2011 PERSONAL TAX RETURNS**

### **WHAT IS THE DUE DATE OF MY PERSONAL TAX RETURN?**

- ✓ **APRIL 17<sup>th</sup>, 2012.** An additional extension can be granted until 10/15/12.
- ✓ Please make arrangements with us as soon as possible to prepare these tax returns.

### **WHAT IS THE LAST DAY I CAN MAKE AN APPOINTMENT TO MEET THE PERSONAL TAX FILING DEADLINE?**

- ✓ **MARCH 23<sup>rd</sup>, 2012:**
- ✓ The last day for a tax drop appointment to meet the 4/17/12-filing deadline is **MARCH 23<sup>rd</sup>, 2012.** This is the cutoff date that **ALL TAX INFORMATION** will need to be in our office for use to meet the 4/17/12-filing deadline. After this date we will not be able to guarantee completion by 4/17/12.

### **CAN I MEET WITH SOMEONE AFTER 3/23/12 FOR MY PERSONAL TAX RETURN?**

- ✓ **YES.** We will be happy to make sure that you have everything taken care of for the Personal Tax Return deadline of 4/17/12. Please understand that we will make every attempt to accommodate your needs.

### **CAN I FILE AN EXTENSION TO FILE MY PERSONAL TAXES AFTER 4/17/12?**

- ✓ **YES.** We will file this for you.
- ✓ **TAX PAYMENTS?** You only need to contact us if you wish to make a payment with your extension.
  - ✓ *Extensions are not a bad thing. Each year we file hundreds of them. If you need additional time to complete your tax return, we will file the extension for you.*
  - ✓ *If we do not have all your information, we will file your extension for you automatically when needed; **we do not need a signature from you.***
  - ✓ *If you will owe tax, the tax needs to be paid by 4/17/12. The extension only extends the due date of the tax return, not the payment.*

### **DO I HAVE TO USE THE PERSONAL TAX ORGANIZER PROVIDED?**

- ✓ For your convenience, you will receive a "Personal Tax Organizer" for you to organize your tax information. You may use this form, or a similar substitute if you wish.
- ✓ You can use this form as a guide to determine what information you will need to complete your personal taxes.
- ✓ If you wish to have a more detailed organizer, we can e-mail a complete organizer to you by request.

### **WHAT IF I AM MISSING INFORMATION?**

- ✓ We ask that you try to have all your tax information before you make your appointment for your taxes.
- ✓ If you are involved in a partnership or other entity, we will need ALL K-1(s) from each entity you are involved in to complete your personal tax return.

## **2011 RENTAL PROPERTY REPORTING**

### **DO I HAVE TO USE THE ORGANIZER PROVIDED?**

- ✓ **YES or a Suitable Substitute.** We will require all rents and expense information to be reported on this organizer or a suitable substitute. This will help save time and effort by our tax staff to determine the correct deductions to take for your rental property.

### **WHAT IF I BOUGHT OR SOLD A RENTAL PROPERTY?**

- ✓ We will need the settlement statements (HUD Statements) for these transactions at the time you have your tax appointment.

## **2011 S-CORPORATION TAX RETURNS**

### **WHAT IS THE DUE DATE OF MY CORPORATE TAX RETURN?**

- ✓ **MARCH 15<sup>th</sup> 2012:** All S-Corporations and calendar year Corporations are due 3/15/12. One additional six-month extension can be obtained until 9/17/12, but that is the last date you can file your corporate tax returns.

### **WHAT IS THE LAST DAY I CAN MAKE AN APPOINTMENT?**

- ✓ **February 24th, 2012:** The last day for a tax drop appointment to meet the 3/15/12 deadline is **February 24th, 2012**. This is the cutoff date that **ALL TAX INFORMATION** will need to be in our office for use to meet the 3/15/12-filing deadline. After this date we will not be able to guarantee completion by 3/15/12.

### **CAN I FILE MY S-CORPORATION RETURN AFTER 9/17/12?**

- ✓ **NO.** You will need to have your S-Corporation tax return filed by 9/17/12. By missing this date, you will not be able to utilize and make your retirement contributions.

### DO I NEED TO DO ANYTHING FOR AN EXTENSION?

- ✓ **NO.** We will take care of this for you. All S-Corporations will have extensions filed, since there is no tax due. Extensions do not cost you anything. We will take care of this on your behalf.
- ✓ **MN Minimum Fees:** If you have a Fee due to MN for your S-Corporation return, that fee is due by 3/15/12. We will provide you with a coupon based on your prior year's tax return.

### DO I HAVE TO USE THE BUSINESS TAX ORGANIZER PROVIDED?

- ✓ It is recommended, but not necessary, to have all your information on the forms provided. You can use this as a guide when organizing your information.
- ✓ **We cannot take any verbal tax information.** We do need all tax information to be in printed or written form.

### WHAT IF I HAVE A QUICKEN OR A QUICKBOOKS FILE?

- ✓ We will be asking you for the "Accountants Copy" QuickBooks file. If you are unsure how to get this copy, one of my staff will walk you through the process.

### WHAT IF I INCORPORATED MY BUSINESS IN 2011?

- ✓ If your business was incorporated in 2011, you will need to separate both income and expenses in to two categories: "before incorporation" and "after incorporation".

Once you have all your information together, please call us. We will be happy to schedule a time for you to meet and go over all of your information with one of our tax representatives. We will do whatever we can to make this process as painless as possible for you!

We wish you the best in 2012, and hope you have a prosperous year. If you have any questions, please call us at 952-392-1200. We appreciate your continued business.

Sincerely,

*Paul Miller, Pres.*

Paul Miller, President  
Business By Design, Inc.

## ***RECAP of IMPORTANT DATES*** *(Please keep for quick reference)*

### **WHAT IS MY DEADLINE FOR AN APPOINTMENT?**

#### ***S-CORPORATIONS APPOINTMENT DEADLINE IS 2/24/12:***

- ✓ This is the cutoff date that ALL TAX INFORMATION will need to be in our office for use to meet the 3/15/12-filing deadline.
- ✓ After this date we will still complete your return, we just cannot guarantee completion by 3/15/12.
- ✓ The S-Corporation final filing deadline is 9/17/12 (with extension).

#### ***PERSONAL TAX RETURN APPOINTMENT DEADLINE IS 3/23/12:***

- ✓ This is the cutoff date that ALL TAX INFORMATION will need to be in our office for us to meet the 4/17/12-filing deadline.
- ✓ This includes Schedule C tax returns. (Sole Proprietorships)
- ✓ After this date we will still complete your return, we just cannot guarantee completion by 4/17/12.
- ✓ Your final tax deadline is 10/15/12, with extension.

#### ***CAN I MEET WITH SOMEONE AFTER 2/24/12 OR 3/23/12?***

- ✓ **YES**. We will be happy to make sure that you have everything taken care of for the S-Corp deadline of 3/15/12 or the Personal Tax Deadline of 4/17/12 deadline. We will help you make a tax estimate if you need to make one.
- ✓ **PLEASE NOTE**: If you are not able to make this deadline, we will be happy to help you. Please understand that we will make every attempt to accommodate your needs.