

2010 CONTINUING CLIENT - EXTENSION REQUEST FORM

PERSONAL AND CONFIDENTIAL

NOTICE: The information contained in this transmission is privileged and confidential. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination or distribution of this communication is strictly prohibited. Please notify us immediately, by telephone (collect if necessary) if you are not the intended recipient.

Use This Request Form To Obtain An Extension By Fax/E-mail/Drop-Off

Please include the following information that will be needed for McNair & Associates, P.A. to calculate a tax filing extension for you **NO LATER THAN 1:00 PM ON 4/14/2011.**

MINIMUM INFORMATION (AS APPLICABLE)

- Copies of your W-2's.
- Interest and dividend statements (or a summary of estimated amounts.)
- A list of any estimated tax payments made (if any) for 2010 tax year.
- An estimate of the gain from the sale of any capital assets (such as stocks or real estate.)
- Any 1099 Form(s), for example; from items such as pensions, IRA distributions, etc.
- Any K-1 Form(s), from partnerships, trusts and S-corporations.
- A note concerning any changes in dependents or NORMAL DEDUCTIONS. (For Example: if you stopped paying your home mortgage, you no longer have a home office, etc.)

Please note: the more information you can send us the more accurately we can calculate your extension.

If any of your 2010 itemized deductions information is missing, we will need to use your prior year's deductions (2009) as an estimate of your 2010 amounts, unless you have noted any changes. By using your prior tax year's itemized deductions as an estimate of your current tax year's deductions for purposes of calculating your Income Tax Extension Form, this extension calculation may result in an under payment of your estimated liability payable with your extension. This underpayment may result in the IRS charging interest and late payment penalties once your actual Form 1040 is complete/filed.

By forwarding this form along with the required documents to us, you are authorizing us to calculate an extension on your behalf. If we calculate that a payment is due with your extension, we will contact you with further instructions concerning your IRS extension payment, otherwise we can file your extension on your behalf without any additional actions needed by you. The filing of your extension allows you the time needed to properly gather and forward the information necessary to finalize your income tax return.

FROM: _____ DATE: _____

RETURN TO:
McNair and Associates, P.A.
2010 TAX RETURN EXTENSION INFORMATION
Fax: 407-830-1601 Phone: 407-830-5717
E-mail to mcnairassoc@cfl.rr.com

TOTAL NUMBER OF PAGES (IF FAXED) INCLUDING THIS PAGE _____

Frequently Asked Questions About Your 6 Month Extension

Q. Can you get my income tax return prepared before the filing deadline?

A. We will be able to complete many of our client's tax returns that have all of their necessary records and immediately forward/drop off their records in response to this letter. But, if you have missing records, or if other clients provide their records before your records are received, we may need to extend your return. Since we can not control how many clients provide their records before you, we can not promise that your return will be completed.

Therefore, the faster you provide your records, the more likely we will be able to complete your return before the April 18th deadline.

Q. Do I really need to file an extension if I owe taxes and cannot afford to pay my taxes at this time?

A. The preparation of an extension based on a reasonable estimate of you 2010 tax liability will avoid a 5% penalty (and an additional 5% per month for each additional month) for failure to timely file. With or without an extension, until you file and pay your taxes, the IRS will charge you interest and a ½ of one percent per month non-payment penalty on any amounts owed.

Q. I do not have all of my information ready, what information do I need to send you so that you can prepare my extension?

A. We would like as much information as possible so that we may make a better estimate of the amount of taxes owed (if any). Please refer to the extension request form that you received with this FAQ for a list of the information needed.

We can use your prior tax year's deduction as an estimate of your 2010 deduction, but of course actual 2010 information will allow for a better estimate of the 2010 tax liability and may reduce the amount that you will need to pay with the extension to avoid a penalty.

Q. Can you just use last year's information to file this year's extension?

*A. **No.** The IRS requires a reasonable estimate of the current tax year's liability. They have ruled that merely using the prior tax year's amounts of withholding and tax liability is not a reasonable estimate of the current tax year's liability. If the IRS determines that the extension was solely based on the prior tax year's amounts, they can charge up to a **25% penalty.***

Q. Will I need to pay with the extension?

A. You do not actually need to make a payment with the extension as long as the estimated liability is a reasonable estimate. But, if you owe additional taxes and are able to make payment you should pay the amount owed to reduce the amount of interest and late payment penalty.

Q. If I owe money with the extension, can you fax/email the extension to me?

A. Yes.

Q. If I do not owe any taxes will I need to sign or mail the extension?

A. No, Certified Public Accounting firms are authorized to file your extension on your behalf as long as no payment is being forwarded with the extension.