

# Information Document Request

To: (Name of Taxpayer and Company Division or Branch)



Subject  
Casualty, Real Estate Tax, Travel & Enrtmmt,  
Sale of Prpty.

SAIN number

Submitted to:



Please return Part 2 with listed documents to requester identified below

Dates of Previous Requests (mmddyyyy)

Description of documents requested

Tax Period(s): 201112; 201212

## Schedule A – 2011 Real Estate Taxes:

1. Proof of payment.

## Schedule A – 2011 Casualty or Theft Losses:

1. Escrow closing purchase statement - residence,
2. Insurance estimates of the loss,
3. Insurance policy during the escrow and after the escrow,
4. Insurance claim for the loss,
5. Any court filings on the loss for the insurance reimbursements, and
6. Proof showing any monies spent on slope repair and/or construction improvements.

## Schedule C – 2011 and 2012 Travel, Meals and Entertainment Expenses:

1. Travel documents verifying travel,

Information due by 07/23/2014

At next appointment

Mail in

|       |                             |                    |                             |
|-------|-----------------------------|--------------------|-----------------------------|
| From: | Name and Title of Requester | Employee ID number | Date (mmddyyyy)             |
|       | Rebecca B. Purugganan       | 0235847            | 06/05/2014                  |
|       | Office Location:            |                    | Phone: 562-495-9965<br>Fax: |

Form **4564**  
(Rev. September 2006)

Department of the Treasury – Internal Revenue Service

Request Number

# Information Document Request

0002

To: (Name of Taxpayer and Company Division or Branch)

[REDACTED]

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2. Auction company papers such as flyers, etc., and
3. Meals and entertainment receipts showing who, why, what, how much, etc.

## Form 4797 – Sale of BMW 325i:

1. Purchase documents, and
2. Sale documents and received check copy - front and back.

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|       | Rebecca B. Purugganan       | 0235847            | 06/05/2014                  |
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# Information Document Request

0001

To: (Name of Taxpayer and Company Division or Branch)



Subject  
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SUPPORTING INVOICES, RECEIPTS, CANCELLED CHECKS, AND ALL OTHER SOURCE DOCUMENTS FOR THE FOLLOWING EXPENSES, DEDUCTIONS, AND OR CREDITS:

1. Home Office Expenses- 2011 & 2012, - *Utilities added, repairs & m*
2. Sch C1 – Travel Expenses – 2011 & 2012, - *calendar*
3. Sch A – Medical Expenses 2011 & 2012, - *shot*
4. Business sale of property: sale and expense documents- 2012, - *??*
5. Sch A – Cash Contributions – 2011, - *??*
6. Sch A – Theft and Casualty – also need the Police Report -2011 and - *email estimate*
7. Sch A – Real Property Tax – 2011.

DEPENDING UPON THE CIRCUMSTANCES OF THE AUDIT, YOU MAY BE ASKED TO VERIFY ADDITIONAL ITEMS CLAIMED ON YOUR RETURN OR TO VERIFY SIMILAR ITEMS ON OTHER RETURNS IN THE STATUTORY PERIOD.

Should you have any question, please feel free to call, (562)495-9965.

*- Duplicate & burdensome*  
*- objection to document production*

Information due by 05/13/2014

At next appointment  Mail in

|       |                             |                    |                             |
|-------|-----------------------------|--------------------|-----------------------------|
| From: | Name and Title of Requester | Employee ID number | Date (mmddyyyy)             |
|       | Rebecca B. Purugganan       | 0235847            | 04/15/2014                  |
|       | Office Location:            |                    | Phone: 562-495-9965<br>Fax: |

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## For Tax Years 2011 and 2012:

FEDERAL INCOME TAX RETURNS: 2011, 2012 and 2013.

FORM 1099'S ISSUED AND RECEIVED.

FORM 2848 (TAXPAYER AUTHORIZATION), IF NECESSARY.

FINANCIAL STATEMENTS or its equivalent.

GENERAL LEDGER AND ALL SUBSIDIARY LEDGERS MAINTAINED.

ALL JOURNALS (General, Cash Disbursements, Cash Receipts, Sales, and any other kind of Journals maintained).

ADJUSTING AND CLOSING ENTRIES..

WORKPAPERS USED IN PREPARING THE RETURN (including grouping of accounts).

## BANK STATEMENTS:

1. All bank statements, savings & checking accounts, and stock broker/ cash management account statements for this tax year, 12/1/2010 to 1/31/2013, personal and business accounts.

CANCELLED CHECKS AND INVOICES should be available for all claimed expenses and will be requested at least on a test basis.

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|              | Rebecca B. Purugganan       | 0235847                     | 04/15/2014      |
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