BRISA Financial Services

Professional Accounting & Tax Services Since 1990

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We hope you enjoyed fun and healthy holidays!

"Tax Season" is here! *Let's get started as early as possible to help pay-off holiday bills, plan vacation and improve cash flow.*

Flexible On-Line Appointment Scheduling

Choose any available day or evening time that's convenient for you
(www.brisafinancial.com/new-book-an-appointment.html)

Refunds Fast & Easy

E-file 7-14 days
Direct Deposit
Issued as ATM Debit Card
Check
Split Refunds

Referral Discounts & No-Charge Tax Analysis

25% Discount to You for Each New Client Referred in 2012
No charge year-round support

Painless Accounting Fees

Deduct From Refund
Credit Card (Amex, Visa, MC, Discover)
PayPal
Debited from Your Checking Account

Coverage

Personal Federal and ALL States
Business ~ Corporations, Partnerships/ LLC's, Sole Proprietors, Federal & State Tax Id
Incorporation, Dissolution
Financial Statements Compilation
Business Consulting
Bid Proposals to Banks & Third Parties

Maximize Refunds:

We've been in business for 23 years as independent accountants, auditors, corporate consultants and project managers covering a wide set of industries for individuals and their businesses. Diverse U.S. and international experience together with well-grounded business acumen enables us to better understand your specific needs and offer insight and assistance not commonly available.

Our Approach:

We treat your work with the same care and diligence that we give to our own. Since everyone's situation is different, we view each client as an individual and develop detailed strategies tailored to maximize refunds while minimizing audit risk. You're never rushed and we never cut corners or take the "one size fits all cookie cutter" approach.

Prompt Turnaround & Faster Refunds:

As an IRS and state authorized electronic filing provider, we are able to electronically file tax returns allowing you to receive refunds in as little as **7-14 days** with an added ability to split refunds received between individual bank accounts.

- e-File – receive refunds in 7-14 days
- Refunds received as Direct Deposit, ATM Debit Card or Check

Note that regardless of filing method used you will always receive a full copy of the tax returns for your records.

Privacy and Security:

Your information is handled in a secure environment with a high standard of privacy. Original documents are returned via courier to the address of your choice with signature required. We retain back up copies of all tax returns to ensure easy future retrieval.

Discounts and Complimentary No Charge Services:

A) 25% Discount to You For Each New Client Referred in 2012
We'll send you a check for 25% of your accounting fee based on each new client referred in 2012.
B) Married Filing Jointly vs. Separate Analysis
To ensure highest combined refund, for two-earner households, we'll calculate returns as married filing jointly vs. separate.
C) Separation of Refunds Calculation
Upon request, we'll calculate estimated portion of the joint refund belonging to each spouse, and even split direct deposits.
D) Loan Amortization, Savings Calculation Tax Impact
Information on the tax impact of loan amortizations and savings projections to help you make important financial decisions.
E) Entire Year Support
We're available all year. Contact our office and we'll help you with whatever questions or scenarios you'd like to discuss.
G) Extensions
If you can't get information to us in time to meet the filing deadline, we'll gladly file an extension on your behalf at no charge.

Accounting Fees:

Convenient payment options using any major credit card (Visa, MasterCard, American Express or Discover), fees deducted from refund (Refund Transfer), PayPal or debit to your checking account (e-Check).

Easy and Convenient Process:

Appointments are available from morning to late-night and weekends. Use our flexible on-line booking system (www.BRISAFinancial.com) or call or email us and we'll schedule an appointment on your behalf. In addition, use enclosed worksheets to help get your thought process started ~ also downloadable from our website as Excel or Acrobat versions.

Start the Process:

1. **Make an appointment:**
   a. On-line at www.BRISAFinancial.com **Or**
   b. Call **toll free (800) 979-0090 Or s**end an **e-mail** to TaxAccServ@BRISAFinancial.com
2. **Compile information:** Set aside some time to diarize/ chronicle your year starting with January 2011. Note any activities or events that could have tax implications.
   a. Pull together key records and extract all pertinent information:
   - *Checkbooks* - *Bank statements* - *Credit card statements* - *Broker statements*
   b. Don't ignore anything. Together, we'll determine if items are applicable – ***"More is better".***
3. **Document information:** Complete relevant parts of the enclosed worksheet.
4. **What to Send:** Forward originals or copies of all tax forms such as W-2 and 1099. Supporting receipts are not required if you've summarized totals – however, you should retain all receipts and notes for three years.
   Forward documents: a) Mail in envelope provided (U.S. mail only)
   b) Fax: (732) 792-0341
   c) Email – scanned documents: TaxAccServ@BRISAFinancial.com

Worksheet prepared for exclusive use of BRISA Financial Services clients. This sheet is for guidance only - we'll discuss details during our interview. Complete only sections that apply. You may also download Excel or Acrobat Reader versions from our website: www.BRISAFinancial.com

A. GENERAL INFORMATION			
Name(s)			
E-mail:			
Telephone - home:			
Telephone - mobile:			
Telephone/ fax/ other:			
Home Address:			
Shipping Address for Tax Documents:			
	Bank	ABA Routing Code	Account Number
Bank Direct Deposit Account - 1			
Bank Direct Deposit Account - 2			
	Card Issuer	Expiration Date	Card Account Number
Accounting Fees - Credit Card			
Deduct from Refund (e-file only)			

B. PERSONS INCLUDED IN RETURN/ DEPENDENTS			
Name	Social Security/ Tax Id	Date of Birth	Relationship
Other *Possible* Dependents - (Parents, Grandparents, Nephew, Niece, etc.)			

C. ESTIMATED TAX PAYMENTS MADE	Federal	State - 1	State - 2
15-Apr			
15-Jun			
15-Sep			
15-Jan			
Total			

D. CHECKLIST - COMMON FORMS					
Type	Form	Type	Form	Type	Form
Wages	W-2	Retirement, IRA, 401K, 403B Plan Distributions	1099-R	Tution Paid	1098-T
Self-Employed/ Contractor Income	1099-MISC	Unemployment Compensation	1099-G	Student Loan Interest Paid	1098-E
Foreign Income		State Income Tax Refund	1099-G	Sale / Purchase of Home, Other Property	1099-S and HUD Settlement
Interest	1099-INT	529 Plan Distributions	1099-Q	Gambling Winnings	W-2G
Dividends	1099-DIV	Income from Partnership, LLC, S-Corp	K-1 -P, S	Debt Forgiveness	1099-C
Brokerage Sales (stocks, bonds, mutual funds)	1099-B	Mortgage Interest Paid	1098	Qualified Education Program Distributions	1099-Q

E. MEDICAL EXPENSES				
Insurance Premiums Paid - After Tax			Long Term Care	
Prescriptions			Professional Treatment	
Medical Supplies, Other Medications			Lab Fees, X-Rays	
Hospitals			Nurse, In-home care	
Doctor			Medical Equipment	
Dentist, Orthodontist			# Miles driven to doctor, other medical reason	
Eye Doctor, Glasses			Taxi, Airfare, Other transportation, Tolls	
Therapy			Hotels and Meals Incidental to Medical Treatment	
Chiropractor			Alternative Medicine, Genealogist, Health Consultant	

F. REAL ESTATE & PROPERTY TAXES	Amount	Description
Real Estate Taxes - home 1		
Real Estate Taxes - home 2		
Real Estate Taxes - Other Properties, Land		
Coop Fees/ Real Estate Tax		
Registrations Paid - Auto, Boat, Other Listed/ Registered Property		

G. SALES TAXES	Date	Cost	Sales Tax	Comment/ Description
Sales Tax - Purchase of Auto				
Sales Tax - Other Large Ticket Items (appliances, computers, furniture, boat, etc.)				

H. COMMON BUSINESS DEDUCTIONS	Spouse 1	Spouse 2	Comment/ Description
Briefcase, Back-Pack, Travel Luggage			
Business Gifts			
Business Licenses, Certifications			
Cable Service			
Cell/ Mobile Phone/ Other Professional Telecommunications			
Commercial Rent			
Internet Service			
Maintenance - Uniforms, Protective Apparel, Required Branded Clothing			
Office Supplies, Ink, Paper, Folder			
Parts, Materials			
Professional Fees, Organization Dues			
Professional Insurance			
Professional Software			
Professional Tools			
Professional Use Website			
Subscriptions, Journals, Business Newspapers			
Tools, Small Equipment			
Uniforms, Protective Clothing, Required Branded Clothing			
Union Dues			
Other:			

I. TEACHER, EDUCATOR, LECTURER	Spouse 1	Spouse 2	Comment/ Description
Classroom - General			
Supplies			
Books			
Teaching Tools, Aids			
Classrooom Equipment			
CD's, DVD's, Media			
Extracurricular, Trips, Meetings			
Other			

J. BUSINESS TRAVEL, MEALS & ENTERTAINMENT	Out of Town	In Town	Out of Town	In Town
	Spouse 1		Spouse 2	
Airfare				
Train, Bus				
Hotel, Lodging				
Taxi - to / from airport, bus terminal, train station				
Taxi, Other Local Transportation				
Parking				
Car Rental				
Tolls				
Meals				
Entertainment				
Seminars, Conferences, Shows, Exhibits				
Laundry, Dry Clean				
Tips, Other Incidentals				

K. AUTOMOBILE/ TRUCK	Auto/ Truck-1	Auto/ Truck-2	Auto/ Truck-3	Comment/ Description
Car - Type (make, model, year)				
Odometer 1/1/08 (if purchased in 2009)				
Odometer 12/31/09				
BUSINESS MILES				
Purchase Price (if purchased in 2010)				
Lease Payment (if leased)				
Downpayment (if leased)				
Sale Price (if sold in 2010)				
Repairs, Oil Change, General Maintenance				
Insurance				
Tolls				
Parking				
Wash				
Car Loan Interest Paid in 2010				
Other Car Expense				

S. CHARITABLE DONATIONS				
Name of Organization - Cash/ Check	Amount/ Value Donated	Other Description		
Name of Organization - Non-Cash (Clothing, Art, Equipment, Housewares)	Date	Address of Organization	Approx Value	Description

T. MOVING EXPENSES	Amount	Comment/ Description
Transportation		
Shipping		
Storage, Warehousing		
Boxes, Supplies		

U. OTHER EXPENSES	Amount	Comment/ Description		Amount	Comment/ Description
Legal Fees			Investment Research		
Accountant Fees			Casualty Loss - Theft, Accident, Disaster, Hurricane, Temporary		
Investment, Brokerage, Financial Planning			Other Expenses		

V. OTHER SOURCES OF INCOME	Amount	Comment/ Description		Amount	Comment/ Description
Alimony			Property and Other Assets Sold		
Baby Sitting			Jury Duty		
Gambling			Legal Settlements		
Insurance Reimbursements			Other Income		