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16 E. Henderson Rd.  
Suite 205B

**Making Your Deductions  
Count**

By Mark Dent-

Running a business is not always easy. There never seems to be enough time in the day. It is because of this that most small business owners do not find time to do the proper accounting for the IRS. Below are some suggestions on keeping track of your deductions:

1) **Keep it Simple.** You need to come up with a system which works for you. Simply buying the latest accounting software does not work. One method is to keep a simple ledger and put the receipts in a shoe box once they are recorded. Make sure the ledger allows you to easily break the expenses down into a handful of categories to keep you organized. Start a new page every month and total your entries.

2) **Be consistent.** Set aside a certain time to record your receipts. This can be done daily or weekly but make sure it is done. The hardest part is starting up again when you



have fallen behind.

3) **Buy a mileage log.** These are inexpensive and available at any office supply store. Mileage adds up quickly and if recorded can easily add up to thousand of dollars worth of deductions.

4) **Use envelopes.** If you use petty cash, always give out cash in an envelope. Require that the change and receipt be returned in the same envelope. This helps keep track of what is for the business and what is personal.

**Prices for Tax Preparation:**

See page 4 for [tax packages](#) and valuable coupons.

**Businesses Alert:**

FREE consultation  
[with all tax packages](#)

We make sure you have the right type of business entity and you are making the most of your deductions.

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**The Up-side of a Down Market**

By Mark Dent-

While your investments are down, it may be a great time to move some of your money around to generate a tax loss.

If you invested in a mutual fund and have lost money, you can switch to another fund of the same type to lock in your loss.

The reason for taking the loss is the IRS allows you to deduct up to \$3,000 in capital losses from your ordinary income. Any loss above \$3,000 is carried over to future years.

To give you an example of how this works, let's say Henry (who is a 25% tax bracket) sold his shares of Vanguard fund and purchased the same type of fund with Janis. If he had a \$30,000 loss, he would save \$750 a year on his taxes for the next 10 years.

Henry's total saving amounts to \$7,500. When he decided to sell his Janis fund he will have to pay capital gains of \$4,500 on this \$30,000 because of the loss he took.

Henry made \$3,000 because he generated a tax loss. He saved \$7,500 over ten years and

only had to pay \$4,500 for these savings.

If Henry sells his fund before the 10 years, he will still receive a tax advantage of \$300 for every year he waits to sell his fund.

This is a great tax strategy to discuss with your financial advisor. Be aware that you may incur extra fees or charges when you withdraw from your mutual fund which may offset the tax advantage.

Another issue to consider: mutual funds are managed by individuals or investment teams. Having the right people manage these funds can make a substantial difference in the returns they generate. If you invested in a well managed fund moving it to a poorly managed funds will not be worth the tax savings.

Talk to your financial advisor about moving your funds. Make sure to ask him or her about the fees involved and any other risks associated with changing your funds. When choosing a new fund, take some time and find out who is managing the fund and make sure they have a proven track record.

# 2010 Small Business Tax Planner

The quick guide for tax preparation

Be well organized for your tax professional. This planner provides you with the tools to get your documents in order to help ensure your taxes are filed correctly.

## Income for 2009

### Cost of Goods Sold:

Inventory at start of year \_\_\_\_\_  
 Purchases \_\_\_\_\_  
 Cost of labor \_\_\_\_\_  
 Materials and supplies \_\_\_\_\_  
**Total** \_\_\_\_\_  
**Less:**  
 Inventory at end of the year ( \_\_\_\_\_ )  
**Cost of Goods Sold** \_\_\_\_\_

### Other Income:

Receipts for services: \_\_\_\_\_  
 Commissions: \_\_\_\_\_  
 Interest from Form 1099-INT \_\_\_\_\_  
 Dividends from Form 1099-DIV \_\_\_\_\_  
 Original issue discount \_\_\_\_\_  
 Misc. from Form 1099-Misc \_\_\_\_\_

### Sale of Property (include stocks and investments)

	Description	Date of Purchase	Date of Sale	Adjusted Basis*	Sale Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

\*Adjusted basis is the purchase price less any depreciation taken for the property.

## Expenses for 2009

### Building and Leased Space

Rent/ lease/ mortgage interest: \_\_\_\_\_  
 Insurance: \_\_\_\_\_  
 Repairs and maintenance: \_\_\_\_\_  
**Utilities:**  
 Gas \_\_\_\_\_ Electric \_\_\_\_\_  
 Phone \_\_\_\_\_ Other \_\_\_\_\_

**Home Office:** Fill in the above information for your home.

Add the following items:

Square footage of: home \_\_\_\_\_ office \_\_\_\_\_  
 Purchase price of home: \_\_\_\_\_ Land value: \_\_\_\_\_  
 Depreciation for past years: \_\_\_\_\_  
 Date placed in service: \_\_\_\_\_

### Compensation of Employees

Wages \_\_\_\_\_  
 Payroll taxes paid by employer \_\_\_\_\_  
 Commissions and fees \_\_\_\_\_  
 Employee benefit programs \_\_\_\_\_  
 Pension and profit sharing plans \_\_\_\_\_  
 Payroll service \_\_\_\_\_

### Compensation of Independent Contractors

Contract labor \_\_\_\_\_  
 Commissions and fees \_\_\_\_\_  
 Payroll service \_\_\_\_\_

## Expenses for 2009 Continued

### Meals and Entertainment\*

Meals \_\_\_\_\_  
 Tips \_\_\_\_\_  
 Entertainment \_\_\_\_\_  
 Gifts (\$25 or less per client) \_\_\_\_\_

\* Specific rules apply to what is deductible. Consult your tax professional if you have any questions.

### Travel Expense

Transportation \_\_\_\_\_  
 Lodging \_\_\_\_\_

### Other Expenses Paid

Advertising \_\_\_\_\_  
 Legal and professional services \_\_\_\_\_  
 Interest on loans \_\_\_\_\_  
 Office expense \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Taxes and licenses \_\_\_\_\_  
 Miscellaneous expenses \_\_\_\_\_

#### Vehicle 1

**Mileage Method** (use only miles driven for business use)

Mileage from 1/1/08 to 6/30/08 \_\_\_\_\_ X 50.5¢  
 Mileage from 7/1/08 to 12/31/08 \_\_\_\_\_ X 58.5¢

**Total Expense Method\***

Cost of lease \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Repairs and maintenance \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Licenses and taxes \_\_\_\_\_  
 Depreciation taken on vehicle or  
 Section 179 Deduction \_\_\_\_\_

\*If vehicle is not use exclusively for business use you must calculate the business use by dividing the business miles by total miles driven.

#### Vehicle 2

**Mileage Method** (Use only miles driven for business use)

Mileage from 1/1/08 to 6/30/08 \_\_\_\_\_ X 50.5¢  
 Mileage from 7/1/08 to 12/31/08 \_\_\_\_\_ X 58.5¢

**Total Expense Method\***

Cost of lease \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Repairs and maintenance \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Licenses and taxes \_\_\_\_\_  
 Depreciation taken on vehicle or  
 section 179 deduction \_\_\_\_\_

\*If vehicle is not use exclusively for business use you must calculate the business use by dividing the business miles by total miles driven.

#### Depreciable Item #1 (Machinery, Equipment, Computers, Buildings, Land etc.)

Date purchased: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Purchase price: \_\_\_\_\_  
 Depreciation method: \_\_\_\_\_  
 Depreciation taken: \_\_\_\_\_  
 Salvage value (land value): \_\_\_\_\_  
 Section 179 deduction: Y/ N \_\_\_\_\_

#### Depreciable Item #2 (Machinery, Equipment, Computers, Buildings, Land etc.)

Date purchased: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Purchase price: \_\_\_\_\_  
 Depreciation method: \_\_\_\_\_  
 Depreciation taken: \_\_\_\_\_  
 Salvage value (land value): \_\_\_\_\_  
 Section 179 deduction: Y/ N \_\_\_\_\_

#### Depreciable Item #3 (Machinery, Equipment, Computers, Buildings, Land etc.)

Date purchased: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Purchase price: \_\_\_\_\_  
 Depreciation method: \_\_\_\_\_  
 Depreciation taken: \_\_\_\_\_  
 Salvage value (land value): \_\_\_\_\_  
 Section 179 deduction: Y/ N \_\_\_\_\_

#### Depreciable Item #4 (Machinery, Equipment, Computers, Buildings, Land etc.)

Date purchased: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Purchase price: \_\_\_\_\_  
 Depreciation method: \_\_\_\_\_  
 Depreciation taken: \_\_\_\_\_  
 Salvage value (land value): \_\_\_\_\_  
 Section 179 deduction: Y/ N \_\_\_\_\_



# What will it Cost?

Phone: 614-432-4748  
Fax 1-866-521-0574

We don't hide our prices. Below are some of the tax packages we offer.

## Premium Audit Protect:

Premium audit protection responds to any audit and covers all fees including court cost, interest, and penalties which may be charged. Your case will be argued by a licensed attorney.

## Tax Consultation:

We provide our clients with individualized suggestions on how to reduce their taxes for the current and future years through saving for retirement, education, the recognition of capital loss, deductions and much more.

## Advance Tax Planning:

Advance tax planning includes everything offered in the tax consultation. In addition we prepare individual tax scenarios to show the affect that any change will have on your taxes.

## Small Business Return: **\$155\***

This tax package is for individuals or families who own a small business and must file a Schedule C.

### Forms Included:

- Federal 1040 Tax Return
- State Tax Return
- City Tax Return
- Schedule C

### What is covered:

- W-2s and other compensation: unlimited
- Children: up to 4 children
- Interest and dividends: up to \$1,500
- Deductions: business deductions, deductions for the use of your vehicle and many more

### Premium Services:

- Premium Audit Protection: Included
- Advanced Tax Planning: Included
- Electronic Filing: Free

\* Additional charges may apply for credits or deductions requiring additional forms.

## Schedule A & D Business Return: **\$215\***

This tax package is for individuals or families who itemize and must report capital gain on Schedule D.

### Forms Included:

- Federal 1040 Tax Return
- State Tax Return
- City Tax Return
- Schedules A,B,C and D

### What is covered:

- Includes all items listed in the Small Business Return
- Capital gains on sale of stock or other assets: up to 8 items without additional charges.
- Interest and dividends: up to \$1,500 without additional charges

### Premium Services:

- Premium Audit Protection: Included
- Advanced Tax Planning: Included
- Electronic Filing: Free

\* Additional charges may apply for credits or deductions requiring additional forms.

## Small Business Corporation Return: **\$295\***

This tax package is for individuals or families who itemize their deductions.

### Forms Included:

- Federal 1120S Tax Return
- State Tax Return
- City Tax Return
- Schedule A, B and K

### What is covered:

- K-1s: up to 2 schedules
- Depreciation schedules: up to 3 schedules
- Expenses: unlimited

### Premium Services:

- Premium Audit Protection: Included
- Tax Consultation: Included
- Electronic Filing: Free

\* Additional charges may apply for credits or deductions requiring additional forms.

**Early Bird Special:**  
**10% off**  
**your tax preparation**

Bring in your tax documents by February 28, 2009 and receive 10% off your total tax preparation fees.

**Refer a friend and**  
**receive \$20 off**  
**your tax preparation**

If you already had your taxes prepared by us we will mail you a \$20 check for each individual referred.

\*Offer only good on a referral of a new client