



State of California  
**Franchise Tax Board**

600 West Santa Ana Blvd. Suite 300  
Santa Ana CA 92701  
ftb.ca.gov

TO: [REDACTED]

Date: [REDACTED]  
Case: [REDACTED]  
Case Unit: [REDACTED]  
In reply refer [REDACTED]

Regarding: **INFORMATION DOCUMENT REQUEST (IDR)**  
CCN: [REDACTED]  
Taxpayer's Name: [REDACTED]  
Taxable Year(s): 12/2015, 12/2016, and 12/2017

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<b>IDR Number:</b>	001	<b>Please Respond By:</b>	Audit Appointment (to be scheduled)
<b>Subject:</b>	Company Books and Records		

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Please provide the information and documents requested below for the examination of the above taxpayer. Please call within 10 business days from the date of this letter to schedule an audit meeting whereby the requested information/documents can be reviewed.

1. A full written background and history of the corporation and its business activity. Please include a detailed description of the type of customers and/or clients and the type of services provided.
2. Minutes of the Board of Directors Meetings conducted in tax years ending 12/2015, 12/2016, and 12/2017.
3. Audited financial statements for tax years ending 12/2015, 12/2016, and 12/2017. If audited financial statements are not available, please provide unaudited financial statements such as income statements and balance sheets.
4. General ledgers and/or corporate books for tax years ending 12/2015, 12/2016, and 12/2017. Please include all trial balance, closing, and adjusting journal entries.
5. A reconciliation of the California Schedule M-2 (AAA) from inception of the S-corporation through tax year ending 12/2017. Please include all distributions made to its shareholders during all tax years.

*If any of the above-requested information or documentation cannot be provided, please provide a written explanation for the reason(s). This document request is not intended to be all-inclusive. Additional information may be requested at a later date.*





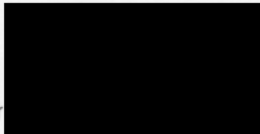
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Regarding: INFORMATION DOCUMENT REQUEST (IDR)  
CCN:  
Taxpayer's Name:  
Taxable Year(s): 12/2015, 12/2016, and 12/2017




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IDR Number: 002 Please Respond By: Audit Appointment  
(to be scheduled)

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Subject: Schedule F (100S) Deductions

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Information and documents are being requested for the examination of the above taxpayer. Please call within 10 business days from the date of this letter to schedule an audit meeting whereby the requested information/documents can be reviewed.

Taxpayer reported the following deductions on Schedule F (Form 100S), line #17:

SCHEDULE F (FORM 100S)	12/2015	12/2016	12/2017
Pension Plan Deduction	\$470,000	\$764,328	\$1,314,303

*Noted: Amount deducted each year was the ending balance of the account.*

Please provide the following information and/or documents:

- a. General ledger transaction detail report, journal, and adjusting entries for each of the above account/subaccount.
- b. Taxpayer records and source documents to substantiate payment (i.e., cancelled checks, bank statement, invoices, receipts, etc.) for the above-listed expense deduction.

*If any of the above-requested information or documentation cannot be provided, please provide a written explanation for the reason(s). This document request is not intended to be all-inclusive. Additional information may be requested at a later date.*





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 CCN: [REDACTED]  
 Taxpayer's Name: [REDACTED]  
 Taxable Year(s): 12/2015, 12/2016, and 12/2017

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**IDR Number:** 003 **Please Respond By:** Audit Appointment  
 (to be scheduled)

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**Subject:** Loans to Shareholder

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Taxpayer reported Loans to Shareholder on Schedule L (100S) as follows:

Loans to Shareholder	12/2015	12/2016	12/2017
Ending Balance	\$0	\$1,106,796	\$0

Please provide the following information and/or documents:

- a. General ledger transaction detail report for the balance sheet account.
- b. Copy of bank statements, cancelled checks, wire transfers, or any other evidence and source documents to substantiate the loans/advances made by the S corporation to the shareholder.
- c. Copy of the loan agreements and/or promissory notes between the S corporation and the shareholder.
- d. Amortization schedules and records of loan repayments (principal and interest) made by the shareholder to the S corporation.

*If any of the above-requested information or documentation cannot be provided, please provide a written explanation for the reason(s). This document request is not intended to be all-inclusive. Additional information may be requested at a later date.*

