



# FREE!!!



## IRS TAX WORKSHOP SERIES

**4-Week Class Starts Wednesday, February 8, 2012**

NvMSDC Training Center 1785 E. Sahara Ave, Suite 360, Las Vegas, NV

### **WEEK 1 CHOOSING THE RIGHT TAX PREPARER**

**Wednesday, February 8, 2012 3:00 p.m.—5:00 p.m.**



Taxpayers that need assistance with a tax return should choose a tax preparer with caution. Even if a return was prepared by an outside individual or firm, taxpayers should remember that they are legally responsible for what they file with the Internal Revenue Service. This workshop will cover what you should look for when choosing a tax preparer; how to verify information; examples of illegal taxable income reduction; how to avoid preparers that advertise large refunds; power of attorney; how to report suspected fraud and abuse and more. When was the last time you had a tax question, but were afraid to ask? Find out how to research and sign up for IRS news alerts!

### **WEEK 2 BUSINESS RECORDKEEPING / FEDERAL WAGE REPORTING**

**Wednesday, February 15, 2012 3:00 p.m.—5:00 p.m.**

#### **Part 1-Better Business through Better Records**

This workshop provides basic federal tax information for new and existing business owners. In this workshop you will learn how to monitor progress of business activity; prepare financial statements; prepare tax returns; how to maintain business records; business bank accounts; gross receipts; how to manage your purchases; expenses; transportation, entertainment, and gift expenses; asset records; managing employment tax records; examples of a record keeping system; and more.

#### **Part 2-Federal Wage & Tax Reporting**

Experts will review initial employer responsibilities; what forms you must file; important due dates for reporting; employer forms needed to report; how to file returns; employer tax guide; supplemental tax guides; penalty information; how to manage fringe benefits; rules for withholding depositing and reporting; how long to maintain records; and more.



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(Continued)

## WEEK 3 INDEPENDENT CONTRACTOR vs. EMPLOYEE

Wednesday, February 22, 2012 3:00 p.m.—5:00 p.m.



This workshop will cover Worker Classification. Being an employer carries important responsibility. Critical issues include making sure all workers are properly classified as employees or independent contractors may seriously impact your business, how do you know? Experts will review how to make distinctions between employee and independent contractors which includes: Evaluations systems, behavioral controls, financial control, method of payments; is there a written contract? Unreimbursed expenses? Employee benefits? Are the services provided a key activity to the business? Officer compensation; forms required; taxable wages including salaries, fees, tips, bonuses and commissions; misclassification of wages, what to do and which forms are required to correct the error; and more.

## WEEK 4 IDENTITY THEFT AND PHISHING

Wednesday, February 29, 2012 3:00 p.m.—5:00 p.m.

With identify theft on the rise, this workshop will cover topics on how to protect your most important asset—your personal information. You will learn the seriousness of theft and phishing including security of IRS systems and proper protection, prevention and detection of cyber, safe internet, virus protection do's and don'ts; how to spot fake domain names, guarding your information from "Phishing" and avoiding viruses and Trojans. Plus learn what to do if you have been a victim of identity theft; how to mitigate; and how to notify the proper agencies. Phishing is a major way that people get your information do you understand how this works? Our experts will review the most common ways personal information is obtained daily! These topics and other threats, vulnerabilities and education will be presented to help you in protecting your information. Are you protected? Find out how to secure your future.



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The Internal Revenue Service



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