

Internal Revenue Service  
Revenue Agent

Department of the Treasury

Date: 07/14/05

Don Signer Buick-Cadillac Inc.  
President  
39639 Balentine Drive  
Newark, CA 94560

Taxpayer Identification Number:

94- [REDACTED]

Tax Year:

December 31, 2003

Form Number:

1120-S

Person to Contact:

[REDACTED]

Employee Identification Number:

[REDACTED]

Contact Telephone Number:

[REDACTED]

Fax Number:

[REDACTED]

Dear Taxpayer,

Your federal income tax return for the year shown above has been selected for examination. We examine tax returns to verify the correctness of income, deductions, exemptions, and credits.

WHAT YOU NEED TO DO

Please call our appointment clerk **WITHIN 10 DAYS** to schedule an appointment. For your convenience we have provided space below to record your appointment.

Place: 39639 Balentine Drive, Newark, CA

Date: 08/23/05

Time: 9:00 A

Attached to this letter is a list of the items on your return which will be examined. In an effort to save time, you should organize your records according to the category as deducted on your return. For further information see the enclosed Publication 1, *Your Rights as a Taxpayer*, and Notice 609, *Privacy Act Notice*.

WHAT TO EXPECT AT THE EXAMINATION

Generally an examination is scheduled to last two to four hours. After the completion of the initial interview, additional information still may be needed. You may submit this information by mail or by scheduling a follow-up appointment. When the examination is completed, you may owe additional tax, be due a refund, or there may be no change to your return.

WHO MAY COME TO THE EXAMINATION

If you filed a joint return, you and/or your spouse may attend. You also may elect to have someone else represent you. If you will not attend with your representative, you must provide a completed Form 2848, *Power of Attorney*, or Form 8821, *Tax Information Authorization*, by the start of the examination. You can get these forms from our office.

(over)

Letter 2201 (DO) (Rev. 12-1999)  
Catalog Number 63748H

WHAT WILL HAPPEN IF YOU DO NOT RESPOND

If you do not keep your appointment or provide the requested records, we will issue an examination report showing additional tax due. Therefore, it is to your advantage to keep your appointment and to provide the records. If you are uncertain about the records needed or the examination process, we will answer your questions when you call to schedule your appointment.

Sincerely yours,

[REDACTED]

[REDACTED]

Revenue Agent

Enclosures:  
Publication 1  
Notice 609

Internal Revenue Service  
Information Document Request

1

To: (Name of Taxpayer)  
Don Signer Buick Cadillac Inc.

Subject:  
Form 1120S - 12/31/2003 FYE

Submitted to:  
EIN 94- [REDACTED]

Dates of Previous Requests:  
None

**Description of Documents Requested:**

Please call within Five (5) days to set an appointment. On the first day of fieldwork please have the following items available for inspection. I may request copies of parts or all of some of these items. Unless otherwise noted, all records requested relate to the tax year under examination –

1. Initial interview with the Principal Officer and/or Shareholder, and a tour of the business(es).
2. Corporate Minutes & Stock Record Book.
3. Power of Attorney, signed by the Principal Officer/Shareholder, for any representatives that will be involved in the audit process.
4. All prior audit results (federal, state, financial, etc).
5. Any and all related tax returns for 12/31/2003 (federal, state, local, etc).
6. Financial statements prepared for 12/31/2003.
7. General Ledger and subsidiary ledgers for 12/31/2003.
8. General Journal and subsidiary journals for 12/31/2003.
9. Cash Receipts and Disbursements Journals for 12/31/2003.
10. Accountant's work papers regarding 12/31/2003 year-end: reconciling books to return, adjusting journal entries & closing entries, and bank reconciliations.
11. Worksheets utilized to reconcile the "books" to the return.
12. Bank Statements and cancelled checks from 12/31/2002 thru 12/31/2003.
13. For Cost of Goods Sold please provide year end inventory count sheets. Aging of accounts payables. Copy of Section 263A computation for 12/31/2003 year end.
14. W-3, quarterly 941s and 940 for wages and salaries expense for year ended 12/31/2003.
15. Accrued Administrative Liabilities \$158,048 please provide invoices to support accruals.
16. Other assets please provide verification of balances for Factory Receivable, Finance Receivable & Warranty receivables.
17. Any and all books & records, not previously mentioned, utilized to prepare the 12/31/2003 tax return.

Information Due By \_\_\_\_\_ At Next Appointment  Mail In

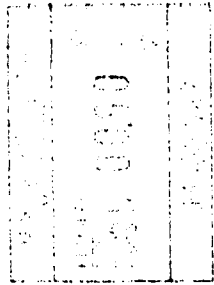
FROM	Name and Title of Requestor [REDACTED]	Date: 07/14/05
	Office Location: 1301 Clay Street, Suite [REDACTED] Oakland, CA 94612 [REDACTED]	Phone: [REDACTED] Fax: [REDACTED]

**Internal Revenue Service**

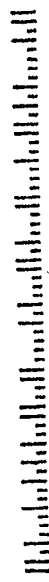
1301 Clay St. Suite [REDACTED]  
Oakland, CA 94612

Official Business  
Penalty for Private Use, \$300

[REDACTED]



Don Signer Buick - Cadillac Inc.  
Donald Signer President  
39639 Balentine Drive  
Newark, CA 94560



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