

Internal Revenue Service

Department of the Treasury

4905 Old Greenwood Road
Fort Smith, AR. 72903

Date: April 6, 2000

Brownwood Manor, Inc.
1404 North 28th
Van Buren, AR. 72956

Taxpayer Name:

Brownwood Manor, Inc.

Taxpayer Identification Number:

[REDACTED]

Tax Form:

1120S

Tax Period(s):

1998

Person to Contact:

Jane Harvey

Employee Identification Number:

[REDACTED]

Telephone Number:

[REDACTED]

FAX Number:

[REDACTED]

Dear Taxpayer:

The purpose of this letter is to let you know that I have scheduled the following appointment to meet with you and examine the above referenced tax return:

Place: 1404 North 28th
Van Buren

Date: May 2nd and May 3rd

Time: 8:00am

Should you need to change this date, please contact me to arrange a more convenient meeting. I will consider the above appointment confirmed if I don't hear from you by April 14, 2000.

In order to minimize the time we need to complete the examination, please have available the items listed on the attached Form 4564, *Information Document Request*, at our first appointment.

You may have someone represent you during any part of this examination. Should you want someone to represent you, please give us a completed Form 2848, *Power of Attorney and Declaration of Representative*, at our first meeting. We will delay examination activity to allow you time later to secure a representative if you choose.

We encourage you to read the enclosed Publication 1, *Your Rights as a Taxpayer*, and Notice 609, *Privacy Act and Paperwork Reduction Act*. Thank you for your cooperation.

Sincerely yours,

Jane Harvey
Jane Harvey

Internal Revenue Agent


Enclosures:
Publication 1
Notice 609
Form 4564

Form 4564	Department of the Treasury Internal Revenue Service Information Document Request	Request Number 1
To: Brownwood Manor, Inc. 1404 North 28th Van Buren, AR. 72956	Subject: 1998 Tax Examination	
	Submitted to: Taxpayer	
	Dates of Previous Requests: N/A	

Description of Documents Requested:

- A. Corporate Minute Book
- B. Stock Record Book
- C. General Ledger and subsidiary ledgers, if applicable, i.e. sales, purchases, accounts receivable, accounts payable, etc.
- D. General Journal and subsidiary journals, if applicable, i.e. sales, purchases, accounts receivable, accounts payable, etc.
- E. Chart of Accounts
- F. Cash Receipts and Disbursements Journals, i.e. Check Register
- G. Listings of Beginning and Ending Accounts Payable and Accounts Receivable
- H. Detailed Depreciation Sheets
- I. Accountant's workpapers regarding:
 - 1. Year-end worksheet reconciling books to return
 - 2. Year-end Adjusting Journal Entries and Closing Entries
 - 3. Year-end Bank Reconciliations
 - 4. Cost of Goods Sold
 - 5. Beginning and Ending Inventory Valuations
 - 6. Copies of financial statements prepared for you
 - 7. Any accounts analyzed by them at year end or for certification
- J. Copies of prior and subsequent tax returns
- K. Copies of all Officers and Shareholders' personal tax returns - Federal and State
- L. Bank Statements and canceled checks
- M. 941's, 940, W-2's and 1099's for the year
- N. 2290's and 720's
- O. Pension-Trust Forms and a copy of your plan
- P. Worksheets utilized to reconcile the "books" to your tax return.
- Q. Copy of your Signed Form 2553

Information Due By 5-2-2000 At Next Appointment Mail In

FROM	Name and Title of Requestor Jane Harvey, Internal Revenue Agent	Date: April 6, 2000
	Office Location: 4905 Old Greenwood Road Fort Smith AR. 72903	Phone: Voice  Fax 