



Client Bulletin

Smart Tax, Business & Planning Ideas *from your* Trusted Business AdvisorSM

Dealing With an IRS Audit

April 2017



or Loss From a Business—may be audited more than other taxpayers. The same is true for professionals and business owners, who could see their business as well as their individual tax returns examined. The bottom line is that taxpayers with relatively high incomes as well as those who have control over their workplace bookkeeping can expect to face IRS queries at some point.

Triple threats

If you're wondering how you should respond when you're audited, the answer is straightforward: Call our office. We'll let you know how to proceed, and offer assistance if professional help is warranted. Nevertheless, receiving correspondence from the IRS (or from your state's tax authority) can be a stressful experience. The following summary of audit types may ease the pressure a bit, by spelling out what will be required:

- Correspondence audit. These audits are the most common. Generally, they relate to a relatively minor discrepancy, such as faulty paperwork. You often can respond by mail to verify an item on your tax return and never have to meet anyone from the IRS.
- Office audit. These examinations involve a visit to an IRS office, where you'll meet

IRS data indicate that fewer than 1% of all individual income tax returns are audited each year. That's true, but some taxpayers are more vulnerable than others. For starters, the IRS is more likely to audit taxpayers who report high incomes because that's where larger amounts of underpaid taxes might be found.

The latest numbers from the IRS reveal that about 1.5% of all taxpayers with income in the \$200,000-\$500,000 range are audited. With income from \$500,000 to \$1 million, the percentage increases to around 3.8%, while more than 8.4% of taxpayers with seven-figure incomes may face IRS questions.

In addition, certain taxpayers face more scrutiny because of how they earn their living. Self-employed individuals—generally, those who file Schedule C, Profit

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Happier Returns

Of the 152 million individual income tax returns filed in 2016, about 110 million generated refunds, averaging \$2,857.

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Trusted Advice

Audit rights

- ✓ Notices must include the amount (if any) of the tax, interest, and certain penalties you owe and must explain why you owe these amounts.
- ✓ If the IRS fully or partially disallows a refund claim, it must explain the specific reasons why.
- ✓ If the IRS proposes to assess tax against you, it must provide a letter with an explanation of the entire process from examination (audit) through collection, and explain that the Taxpayer Advocate Service may be able to assist you.
- ✓ This IRS letter must tell you about a possible review by an independent Office of Appeals.
- ✓ Help with *Understanding Your IRS Notice or Letter* is available online at IRS.gov.

with someone from the agency. In a typical situation, you'll be informed of the issue involved and instructed to bring documents to support what you reported on your tax return. If you've deducted substantial charitable contributions, for example, you could be asked to bring canceled checks, acknowledgment letters from the recipients, and other required materials.

- **Field audit.** Here, the IRS will visit your home or office for the audit. These audits might be more far-reaching, or the examiner might want to check on something specific, such as home office deductions you've claimed.

Know your rights

For any type of audit, professional assistance can be valuable. Indeed, you're entitled to have a CPA, an attorney, or an enrolled agent represent you at an office or a field audit. In such a situation, it may be possible for the audit to take place at your CPA's office.

You also can receive help in requesting a postponement, if you need time to gather your records. If you

must be present during the audit, you should answer all questions accurately, but there's no need to volunteer any information that the IRS does not request. If an appeal of IRS findings seems warranted, your CPA can handle that as well.

Practice prudence

Avoiding an audit may be difficult if you're self-employed, a business owner, or a highly-compensated employee. Probability may put you under the IRS spotlight someday.

Recognizing your vulnerability, take steps to minimize your financial exposure in case the IRS selects you for an audit. Report your income and your justifiable deductions accurately. Don't overlook income reported on various 1099 Forms. In case of grey areas, discuss the matter thoroughly with the professional preparing your tax return and carefully consider extremely aggressive positions.

Keep in mind that the IRS communicates first by U.S. mail. If you receive an email purporting to be from the IRS, or a phone call demanding immediate payment, it's a fake. ■

Deciding About a Vacation Home

Whether you live in the thawing North or in the always mild South, the onset of spring leads to thoughts of summer vacations. After all, next month will be May, which includes Memorial Day, often considered the unofficial beginning of weekend and weeklong getaways.

At this time, you might be weighing the purchase of a second home specifically for vacations. Here are some of the issues to think about, so you can make a well-reasoned decision.

Extent of use

If you buy a vacation home, how often will you use it? A beach house or a

lakefront cabin that's, say, 50 miles from your primary residence may offer an opportunity for regular visits. On the other hand, if you live in Pennsylvania and buy a place in Maine, travel constraints may limit the amount of time you'll spend at your vacation home.

In the same vein, buying a second home requires a certain investment, emotional as well as financial. Are you sure you'll want to spend frequent vacations in the same place, year after year? You may be comfortable going away to *your* own home, where you'll be assured of sleeping on *your* sheets and

eating the food you've stored in *your* refrigerator. Some people will value the familiarity; however, others may prefer the excitement and adventure of seeing new places, when they take time off from their year-round routine.

Family circumstances also can play a role in deciding about a vacation home. You might envision a place where children and grandchildren come during summer vacations and school holidays. Such visits can be memorable.

In today's world, though, youngsters often have other obligations and opportunities, from soccer practice to wilderness tours. Again, be realistic

about how often you can expect “same time, next year” family gatherings.

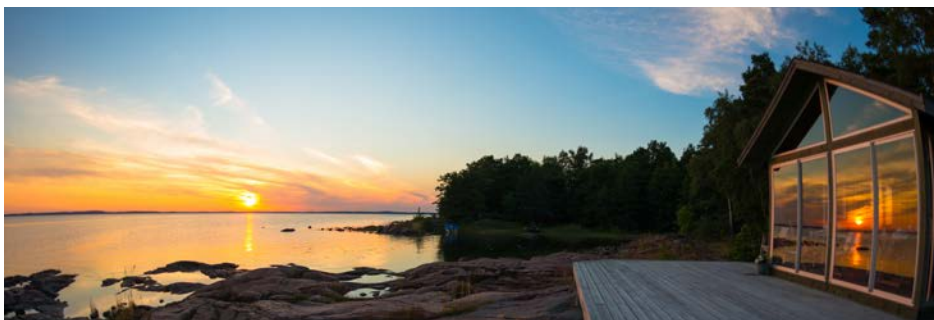
Cost considerations

As is the case with any real estate purchase, you’ll want to buy a desirable vacation home at a reasonable price, one that’s not higher than comparable places in the area. Be aware that the cost of a vacation home goes well beyond the initial outlay. You’ll probably need to furnish the home, from bedding to bookcases. If you buy a place that’s fully or partially furnished, that likely will add to the purchase price—and you’ll be living with someone else’s taste.

If you own your primary residence, you’ll realize the other costs involved in owning a second home. They include property tax, homeowners insurance, utilities, maintenance, and possibly dues to a community association.

You can compare those costs with the expense you’d incur by renting a house for annual vacations or going to hotels, when and where you decide to travel.

Of course, buying your own vacation home offers a chance to benefit from property appreciation. Long term, many people have enjoyed gains from real estate, and that’s certainly the case if you buy in the right area, at the right price. However, real estate markets are not



easy to predict: some home prices have soared in recent years, whereas others have not recovered from the trauma of the 2008-2009 housing crisis. Profits from a vacation home purchase may result, but you can’t count on them.

Tax treatment

To modify the familiar saying, you shouldn’t let the tax tail wag the vacation home dog. Buy (or decide not to buy) a second home because of how you’ll use it and your cost-benefit outlook. Any tax savings you’ll enjoy from a purchase will be a pleasant byproduct. Downplaying the tax aspects is especially important now, with such uncertainty about future tax legislation. President Trump and the Republicans in Congress have said they want major changes, but as of this writing, we don’t know precisely what will be in any new tax law, or what the effective dates will be.

With that in mind, you should know the current tax treatment of second homes. Taxpayers who itemize deductions typically can include their costs for property tax and any mortgage interest. The tax exclusion for capital gains on a home sale (up to \$250,000, or \$500,000 on a joint return) does not apply to second homes. However, you can sell your primary residence and move into your vacation home for at least two years before selling the vacation home, but current tax law will limit you to counting only a portion of the home sale gain on the former vacation home when calculating the exclusion.

Different tax treatment may apply depending on if you rent your second home for less than or more than 15 days during the year. Again, the numbers may be changing, depending on what happens this year in Washington. ■

ESOPs as Retirement Plans

Among the retirement plans that small businesses can offer to their workers are employee stock ownership plans (ESOPs). As the title indicates, an ESOP is a process for transferring ownership of the company to employees. How does that work as a retirement plan?

In some ways, an ESOP is similar to a profit-sharing plan (see the CPA Client Bulletin, January 2017), in which the company makes cash contributions. With a “vanilla” or unleveraged ESOP,

the company funds the plan by contributing shares of its stock, or cash to buy those shares.

Uniquely among retirement plans, ESOPs can be leveraged. In one scenario, the ESOP borrows money from a financial institution or from another party, then uses the borrowed funds to purchase shares of the employer’s stock. Once the shares are in the plan, they are allocated to accounts of participating employees, generally all full-time workers over age 21. Assuming

the company’s shares are not publicly traded, annual independent appraisals track the value of the company’s shares, which in turn determine the value of each participant’s ESOP holdings.

Current law calls for gradual vesting of all employer contributions over six years, or complete vesting at three years. When employees leave the company, at retirement or sooner, they receive their vested shares. The employer is required to buy back the shares, at the currently appraised price. Therefore, a long-time

ESOP participant could retire with a substantial amount from the plan.

Advantages to owners

Why should business owners consider an ESOP? Some studies indicate that employees become motivated to excel when they become employee-owners. They know that good corporate results will boost the annually appraised value of their shares, and ultimately provide a bigger payout. Strong results will benefit major shareholders as well.

What's more, ESOPs offer some exceptional tax benefits to the sponsoring company and its principals.

Example 1: A local bank lends money to an ESOP, which uses those dollars to buy common stock from ABC Corp, the ESOP sponsor. Going forward, ABC makes tax-deductible contributions to the ESOP, which uses that money to repay the bank loan. With such an arrangement, ABC effectively borrows money through the ESOP, then deducts the principal

and interest payments made on the ESOP loan, rather than just the interest payments.

In addition to such tax advantages, an ESOP provides a way for business owners to sell their shares at appraised value, if there are no other obvious buyers. In some situations, the owners may be able to defer taxes on a profitable sale of shares to an ESOP, perhaps indefinitely.

Example 2: Alice Baker sells 50% of her Alice Baker Co. stock to her company's ESOP for \$2 million. Her basis in those shares is \$200,000, giving her a taxable gain of \$1.8 million. Alice reinvests the sale proceeds in qualified replacement property, which includes stock in other U.S. corporations. Alice can defer tax on that \$1.8 million gain until she sells her qualified replacement property.

If her company is an S corporation, however, Alice won't qualify for the tax deferral on the gain from the sale of her stock to the ESOP. However,

ESOPs may offer other tax benefits to S corporations, such as tax exemption for any profits attributable to ESOP ownership.

ESOPs can be expensive

Business owners sponsoring ESOPs may realize advantages, but there are drawbacks as well. Payouts to departing employees, for share buybacks, can be a cash drain. The same is true for regulatory requirements, including annual appraisals. In addition, ESOP participants lack diversification in their retirement plans because the primary holding is the sponsoring company's stock. Therefore, companies that sponsor ESOPs also may offer a retirement plan such as a 401(k), where employees can defer some of their salary (and the tax on that income) in order to acquire other investments.

If the idea of using an ESOP as a retirement plan appeals to you, our office can help you evaluate the costs and the potential benefits. ■

TAX CALENDAR

APRIL 2017

April 18

Individuals. File a 2016 income tax return. If you want an automatic six-month extension of time to file the return, file Form 4868, Application for Automatic Extension of Time To File U.S. Individual Income Tax Return. Then, file Form 1040, 1040A, or 1040EZ by October 16.

If you are not paying your 2016 income tax through withholding (or will not pay in enough tax during the year that way), pay the first installment of your 2017 estimated tax. Use Form 1040-ES.

Employers. For Social Security, Medicare, withheld income tax, and nonpayroll withholding, deposit the tax for payments in March if the monthly rule applies.

Household employers. If you paid cash wages of \$2,000 or more in 2016 to a household employee, file Schedule H (Form 1040) with your income tax return and report any household employment taxes. Report any federal unemployment (FUTA) tax on Schedule H if you paid total cash wages of \$1,000 or more in any calendar quarter of 2015 or 2016 to household

employees. Also, report any income tax you withheld for your household employees.

Corporations. File a 2016 calendar year income tax return (Form 1120) and pay any tax due. If you want an automatic six-month extension of time to file the return, file Form 7004 and deposit what you estimate you owe.

Corporations. Deposit the first installment of estimated income tax for 2017.

MAY 2017

May 10

Employers. For Social Security, Medicare, and withheld income tax, file Form 941 for the first quarter of 2017. This due date applies only if you deposited the tax for the quarter in full and on time.

May 15

Employers. For Social Security, Medicare, withheld income tax, and nonpayroll withholding, deposit the tax for payments in April if the monthly rule applies.



Citation and Resource Guide

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Dealing With an IRS Audit

- The Taxpayer Bill Of Rights, which sets out what someone can expect when dealing with the IRS, can be found at www.irs.gov/taxpayer-bill-of-rights.

Deciding About a Vacation Home

- For the IRS rules on selling a second home that was converted to a main home, go to IRS Publication 523, Selling Your Home, p. 16, at www.irs.gov/pub/irs-pdf/p523.pdf.

ESOPs as Retirement Plans

- The SEC recommends that people looking for information about ESOPs visit The National Center for Employee Ownership website at www.nceo.org.

Practice Development Tip

Turn Cybersecurity Fears Into Your Firm's Feature

In late 2016, Yahoo announced that more than 1 billion user accounts were hacked. That's a startling number, considering the total population of the United States is around 325 million. The takeaway is that data theft has become a major threat for everyone, including your firm and your clients.

Indeed, CPAs may be especially vulnerable to security breaches. Information from clients includes tax return numbers and business statements. Such data may be transmitted electronically, where hackers lurk.

During and after tax season, you should make every effort to assure clients that your firm is well aware of the risks, and has taken state-of-the art precautions. Spread this message in meetings, on your website, and in blogs from the firm.

Do you have an outside consultant helping your firm to keep its data secure? If so, tell clients that's the case. You may not want to name the company you've hired, but you can describe the steps you took to make the selection and some of the safeguards you've implemented as a result of the engagement.

Instead of, or in addition to, contracting with an external specialist, you may have one or more people in-house who are responsible for data security. Again, tell your clients this is the case, and mention the qualifications of the insiders who are on the cybersecurity beat. Your clients will be assured that such capable staffers or partners are protecting their privacy.

Also, remind clients that cybersecurity is a shared task. They need to avoid careless errors with personal information. Online, you'll find many consumer tips relating to online safety: Don't let others see you enter a password, use antivirus software, etc. Publish such tips in various forums and encourage clients to do their part to keep cyber-related crime in check.

Practice Development and Management Resources

from the AICPA

For more information or to order, log on to www.aicpastore.com or call 888.777.7077.

The Overachiever's Guide to Getting Unstuck: Replan, Reprioritize, Reaffirm

- Author Bill Reeb lays out a thoughtful process for determining what drives you, moving you past roadblocks to derive a greater sense of fulfillment from what you take on in life.

[Item nos. PGN1301P—AICPA Member \$15.00, Nonmember \$19.00 and PGN1301E—AICPA Member \$15.00, Nonmember \$19.00]



CPA Firm Mergers and Acquisitions: How to Buy a Firm, How to Sell a Firm, and How to Make the Best Deal

■ Arm yourself with the information you need to execute a win-win deal. This comprehensive resource from transition experts Joel Sinkin and Terrence Putney identifies the key elements involved in the successful purchase, sale, or merger of CPA firms. Written with both buyers and sellers in mind, the advice in this book aims to ensure that both parties to a transaction achieve their goals.

[Item nos. PPM1304P—AICPA Member \$59.00, Nonmember \$69.00 and PPM1304E—AICPA Member \$49.00, Nonmember \$59.00]

Management of an Accounting Practice eHandbook

■ This is your go-to resource for all things practice management. Streamlined online guidance for easy reading and quick reference on the topics you care about: employee compensation and benefits, staffing, disaster recovery, firm organization, benchmarking, strategic planning, and more!

[Item no. MAP-XX—AICPA Member \$149.00, Nonmember \$189.00]

MAP On Track

■ Often, practitioners and small- to medium-sized firms find it challenging to stay on top of firm management responsibilities. The new *Management of an Accounting Practice On Track* (MAP On Track) will help keep you organized. This new scheduler is easy to download and functions as an add-in to Microsoft Outlook, adding tasks to keep your firm running throughout the year. As an added bonus, within the automatically scheduled tasks, you'll find useful links to relevant content within the comprehensive MAP eHandbook as well as PCPS tools that can inform your next steps.

[Item no. MAPTKD—AICPA Member \$229.00, Nonmember \$289.00]

The Engaged Employee: 10 Initiatives for Successful Firms

■ The most successful firms have discovered a solution that retains the best and the brightest while driving desired business outcomes: employee engagement. In this book, author Sandra Wiley presents 10 key initiatives that your firm can employ to foster engagement.

[Item nos. PPM1402P—AICPA Member \$49.00, Nonmember \$59.00 and PPM1402E—AICPA Member \$45.00, Nonmember \$55.00]

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