

- **Missing FOP documents**: If you don't find all FOP documents (i.e. bank application, federal and state recap, 8879, state 8453, return verification form...) in the customer's envelope, please check yes for this line item
- **Missing customers' signature**: check yes if customer did not sign FOP documents
- **Missing preparer's signature**: check yes if preparer did not sign FOP documents
- **Tax year on W-2s, 1099's mismatch**: check yes if year on the W-2 or 1099 is not for the tax year the return was prepared for (for example, 2008 W-2 entered in a 2009 tax return)
- **Missing W-2s**: check yes if you don't have a copy of the W-2 or W-2s in the customer envelope. The Return Verification form tells you how many W-2s you should have for this customer.
- **Missing 1099-Rs**: check yes if you don't have a copy of the 1099-R or 1099-Rs in the customer envelope. The Return Verification form tells you how many 1099-Rs you should have for this customer
- **Suspicious W-2s**: check yes if you think a W-2 looks suspicious. Please refer to an earlier email that I sent you regarding this matter.
- **W-2s information does not match recap**: check yes if the following information on the recap sheet does not match information on the actual W-2:
  - Wages
  - Federal withholding
  - State withholding
- **1099-R information does not match recap**: check yes if the following information on the recap sheet does not match information on the actual 1099-R
  - Gross distribution in Box 1
  - Taxable amount in Box 2a
  - Federal income tax withheld in Box 4
  - Distribution code in Box 7
  - State tax withheld in Box 10
- **Missing 1040 for a T.O. only return**: check yes if this return was prepared by the customer and we just transmitted the return and you don't find original 1040 customer brought already prepared. T.O. stands for Transmit Only. This should be a rare and isolated situation.
- **Everything is ok**: check yes if all above items are checked no and everything on this sheet is ok.

Please note that you will need one audit sheet for each tax return prepared and transmitted in your office. Returns on hold and voided returns are not to be audited at this point.