

Tom Copeland
Master Record Keeping & Tax Preparation Class

Tom Copeland is the foremost authority on family child care tax issues and recording keeping and has spoken country wide on various topics. Tom will teach participants how to maintain vital business records, claim proper deductions and legally reduce their taxes.

Core Competency: VII CDA: V

Participants will also:

- Receive updates on current IRS rulings affecting providers.
- Learn the 7 most important record keeping rules that will save you money.
- Review business deductions commonly missed.
- Learn how to track food expenses for maximum deductions.
- Understand three rules providers should follow in hiring their own children.
- Learn how to find a tax preparer.
- Learn how to be assertive with the IRS.

Date: Thursday, January 26, 2012
Time: 6:30- 9:30 pm (3 hours training credit)
Location: Jordan Middle School- Lecture Room
500 Sunset Drive, Jordan, MN 55352
Cost: \$10.00 Members of SCLFCCA
\$25.00 Non-members
Registration Deadline: January 21, 2012



Training Notes:

- All class fees are non-refundable
- Spouses may attend for free if they do not require training hours for licensing purposes
- Training questions? Send your email to michelle.herzog@yahoo.com
- Pre-registration is required.
- Please mail your completed registration form and check payable to **SCLFCCA** to:
Michelle Herzog, 3110 173rd St. W., Jordan, MN 55352

Master Record Keeping & Tax Preparation Workshop Registration Form

Name: _____

Address: _____

City: _____ MN _____ County _____

Telephone: _____ Email Address _____

_____ \$10.00 Member of SCLFCCA

_____ \$25.00 Non-member

** I would like to become a member of the SCLFCCA and save on this and upcoming training's

_____ \$25.00 New/Expired Member

_____ \$20.00 Renewal of current membership

_____ \$ Total Enclosed

For office use only: Check # _____ Class Fee _____ Membership _____ Date Received _____