



## News Release

For more information:

**California Society of Enrolled Agents**

916/366-6646 or 800/777-2732

3200 RAMOS CIRCLE, SACRAMENTO CA 95827-2513

**FOR IMMEDIATE RELEASE**

### **FREE DISASTER PREPARATION & RECOVERY BROCHURES AVAILABLE FROM CALIFORNIA SOCIETY OF ENROLLED AGENTS**

Enrolled Agents are known as federally licensed professional tax experts, but for more than 15 years they've also offered their expertise in disaster preparation and recovery through the California Society of Enrolled Agents' (CSEA) Disaster Services Program.

"Nothing can ease the anguish caused by fires, violent storms, floods, and earthquakes, but preparation now can aid in the arduous task of recovery after a disaster occurs," advises Enrolled Agent Rico Delodovici, CSEA's Disaster Services Chair.

A useful step-by-step Disaster Preparation guide is available at no charge from CSEA. Send a self-addressed, stamped business-size envelope to Disaster Preparation, California Society of Enrolled Agents, 3200 Ramos Circle, Sacramento, CA 95827-2513, or visit the "Taxpayer Help" area at [www.csea.org](http://www.csea.org). Among the valuable information included in the guide is a list of items that should be kept in an easy-to-carry box or offsite in a safe location:

1. Copies of the past four years' tax returns. Business owners should also include any business returns, such as corporate, sales tax, payroll, etc.
2. A copy of the final escrow for home purchase if you own your home, and a list of any major improvements to the home and their cost.
3. Copies of important papers such as birth certificates, citizenship papers, Social Security cards, green cards, copies of wills and trusts, etc.
4. A list of all current prescription medication, including the name and strength of medication and the telephone numbers for family doctors and pharmacies.
5. Photos, CD-ROMs, or videotaped images of the inside and outside of the house.
6. Copies of all insurance policies (home, life, and auto).
7. Important telephone numbers for family members, babysitters, schools, and work numbers, plus local emergency numbers such as fire, police, and ambulance, as well as the telephone number of an out-of-town contact (relative or friend).

"The protection of vital documents and records is a crucial part of the recovery process, and individuals and businesses can help themselves by obtaining this guide, reading it carefully, and following the suggestions," says Jayme Gallenson, EA, Chair of CSEA's Public Information & Awareness Committee. "It never hurts to be prepared for the worst."

Enrolled Agents are tax professionals licensed by the federal government to represent taxpayers and assist them with tax planning and the preparation of tax returns. Taxpayers in California can locate Enrolled Agents in their area by calling toll-free 800-TAXPRO-5 or online at [www.csea.org](http://www.csea.org). Outside California, the Enrolled Agent referral number is 800/424-4339.

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