



➤ **TOP 10**  
➤ ➤ **Business Entity Errors That Delay Return/  
Payment Processing – 2007**

CATEGORY	➤ ERROR	➤ SOLUTION
■ Forms	Incorrect or incomplete information provided for Questions A through AA on Forms 100, 100W, and 565, Questions A through R on Form 100S, or Questions A through Y on Form 568	Answer all questions completely and accurately.
	Not clearly identifying amended returns	Use the Form 100X when amending Forms 100, 100W, and 100S. Check the <i>Amended Return</i> box when amending Forms 565 and 568.
	Limited Liability Companies (LLCs) filing the incorrect form	LLCs classified as a partnership must file Form 568, not Form 565. LLCs classified as a corporation must file Form 100 or 100S, not Form 568.
	Using an incorrect tax year form for the accounting period indicated on the return	Use the correct tax year form. For fiscal filers, use the form for the year the fiscal year began. For example, if the fiscal year began in 2006, use the 2006 form.
	Multiple tax returns filed for the same accounting period	Only file one original return for each accounting period. Allow three to six months for original returns to process. If you need to file an amended return, use Form 100X to amend Forms 100, 100W, and 100S or check the <i>Amended Return</i> box for Forms 565 and 568.
	Overlapping return accounting periods	An entity should never have accounting periods that overlap. Consistently use the correct accounting period. If the entity changes accounting periods, the change must be approved, either directly or implied, by FTB.
■ Identification	Omitting or using an incorrect entity identification number	Enter the correct entity identification number(s) on the return. Corporations should enter both the 7-digit California Corporation Number and the 9-digit Federal Employer Identification Number (FEIN). Partnerships should enter the FEIN. LLCs should enter both the 10- or 12-digit Secretary of State (SOS) File Number (or the 9-digit number assigned by FTB) and the FEIN.
	Using an incomplete entity name	The entity should use the exact legal name as incorporated, qualified, or registered with the Secretary of State.
■ Payments	Claiming an incorrect amount of payments	Keep accurate records of the payments remitted to FTB for each accounting period. Make sure all payments remitted include the correct entity identification number, the exact legal name of the entity, and the accounting period for which the payment is intended.
	Remitting one lump sum payment for multiple entities or multiple payments in the same package/envelope	Payments for multiple entities should never be included together in one lump sum payment, nor should separate payments be mailed in the same package or envelope. Mail payments for separate entities and accounting periods individually. Make sure all payments remitted include the correct entity identification number, the exact legal name of the entity, and the accounting period for which the payment is intended.