

Tax Preparation – Business

Annual Information Needed-Short Form

In order for us to prepare your annual financial statements and tax returns the following information from you at the end of the year.

1. Copies of any new bank loans obtained during the year.
2. Copies of any new leases signed during the year.
3. List by date, amount and individual of any new investments made into the company this year by the owners.
4. Copies of any federal or state tax correspondence received during the year.
5. Copies of any equipment purchase invoices over \$500.
6. Loan payoffs, by loan number, of all business loans at December 31.
7. ___ Copies of your year-end bank reconciliation(s) and bank statements.,
8. ___ 12/31/15 Year End Balances of:
 - Accounts Receivable \$ _____,
 - Cost of Inventory on Hand \$ _____,
 - Accounts Payable \$ _____,
 - Unpaid 941 Deposit for December \$ _____,
 - Unpaid State(s) Withholding deposits for December \$ _____,
 - Unpaid Sales tax for December \$ _____,
 - Unpaid wages earned through 12/31/15 \$ _____
9. ___ Year-end summary of business activity-back up, online access or hard copy (Accounting software back-up, trial balance, etc.).
10. ___ Sales breakdown by state and city if applicable (Call us to determine).
11. ___ Information on any changes in ownership, stock holding, locations or number of stores.
12. ___ All Forms 1099-K received.
13. ___ A signed engagement letter.