

Checklist for Business Tax Information

In order to prepare your 2009 business income tax return, we will need the following financial information. Please send photo copies. Do not send originals.

Financial Statements as of December 31, 2009 (Income statement and Balance Sheet)

*These statements should tie to your beginning balance as of January 1, 2009 and your last year's tax return. Also, all of your bank statements should be reconciled and your bank balances accurate as of December 31, 2009. If you are unable to provide the requested info, our accounting staff is willing and able to assist with this process.

Any Closing Statements (HUD-1s) for real estate purchased and/or sold during the year.

Interest statements and mortgage balances for any loans as of December 31, 2009, including escrow activity and balances.

Beginning balance, interest rate, term and payment amount for any other loans and the asset(s) associated with them.

Inventory balances as of December 31, 2009 (if applicable).

Note any changes in ownership, address of company, or addresses of partners or shareholders.

Property management statements regarding income and expenses for rental properties owned.

Please complete the attached Purchase/Finance/Sale Documentation Form for any assets purchased and sold during 2009.

If we did not prepare your prior year income tax returns, please provide a copy of the last two years returns.

Signed Engagement Letter, we can not begin the processing of your information unless we have a signed copy returned to us.

Retainer arrangements have been made with the office. We can not begin the processing of your information with out it.

As an aside, if you are using QuickBooks as your accounting software program, we would recommend that you create a 'back-up' or 'accountant's copy' and email or send a copy of your QuickBooks to our office. With technological capabilities, we also have the ability to login to your computer and download the data for you if needed.