

These are the items requested for your tax appointment:

- Complete set of books (balance sheet and income statement) print out from accounting package
- Break out between cash receipts and credit card receipts for business revenue
- Cash Receipts and disbursements summary if this method is used
- Checking account bank statement as of December 31
- Savings account bank statement (if any) as of December 31
- Have all monthly bank statements handy in one folder
- Detail of fixed asset purchases (vehicles, equipment)
- Proceeds from any sales of assets noted (include what was sold)
- Real estate settlement sheets, if any
- Copies of quarterly 941s
- Copy of W-3 transmittal
- Stock ownership changes
- Inform us of any dividend distributions

Questions:

- Whether your corporate minute book is up to date?
- County or city property tax returns to be filed?

We will follow up with an exhaustive list of questions during preparation time.