

These are the items requested for your tax appointment:

- A copy of last year's tax return (if a new client)
- 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 (if applicable)
- Copy of W-3 transmittal (if applicable)
- Medical, Dental, property tax, education, health insurance
- Copies of all 1099's received
- Copies of 1099's issued
- Government program payments
- Business portion use of vehicles

Questions:

- Are you entitled to Property tax rebates on your farm land?
- Are there deferred crop payments that were received in the current year?
- Are you a cash or accrual taxpayer?

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