<u>Information Needed for your Business Tax Return</u>

To assist us in scanning and storing your documents efficiently, please provide us your original documents instead of copies (we will return your originals with your completed tax return). Please use paperclips instead of stapling items together.

Below is a list of information we will need to begin the preparation of your tax returns ***(only if applicable)***:

1. Copies of Invoices for equipment purchased over $500.00 and all vehicle purchases. For vehicle purchases, we will also need:
   - The total mileage in 2016.
   - Estimate of the percentage of personal use of that automobile.
   - Copy of the purchase contract.
2. Copies of any new bank loans obtained during the year
3. Copies of any federal or state tax correspondence received during the year
4. Loan balance, by loan number, of all business loans as of 12/31/16
5. Copies of year end bank reconciliation(s)
6. 12/31/16 Year End Balances (if applicable):
   - Accounts Receivable
   - Cost of Inventory on Hand
   - Unpaid 941 Deposits
   - Unpaid State(s) Withholding deposits
   - Unpaid Sales Tax
   - Unpaid wages earned
7. Year-end summary of business activity-back up or hard copy (QuickBooks back up, trial balance, etc.) as well as all 1099-K’s
8. Sales breakdown by state and city (if applicable)
9. Information on any changes in ownership, stock holding, locations or number of store(s)
10. All 1099-K’s received-credit payments received (if applicable)