



Dear Client:

Please provide the following information for preparation of your business tax returns. This information can be emailed, uploaded to your web portal, or delivered to our office.

Year-End Information Needed:

- 1) Signed Engagement Letter – we cannot begin preparing the return until we receive this.
- 2) Financial statements
- 3) 12/31 bank statement and bank reconciliation for all cash accounts
- 4) Credit card statements for all business credit cards that include activity through 12/31
- 5) Accounts receivable aging
- 6) Accounts payable aging
- 7) Year-end loan statements for all loans
- 8) Inventory on hand at year-end
- 9) Year-end payroll register
 - a. Last payroll register for the tax year
 - b. First payroll register for the new year
- 10) Review your Asset List (we can provide you the list if you don't have it) and let us know if there are any assets you have purchased or disposed of
- 11) Retirement Plan contribution for the year, if any
- 12) Vehicle Summary sheet (one for each vehicle)
- 13) Officer's life or disability insurance information, if paid for by company
- 14) Copy of the owner's W-2's
- 15) December sales tax return
- 16) Do you have any out of state customers or employees? If yes, please provide the information on which states.

Please call if you have any questions.

Sincerely,

Klein Hall CPAs, LLC