KLEIN HALL

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) Accountant's Copy of QuickBooks file (include user name, password, and version) if your file is not hosted on our cloud server or you are not on QBO
3) 12/31 bank statement for all cash accounts
4) Credit card statements for all business credit cards that include activity through 12/31
5) Year-end loan statements for all loans
6) Inventory on hand at year-end, if applicable
7) Payroll register
    a. Last payroll register for the tax year
    b. First payroll register for the new year
8) 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
9) Retirement Plan contribution for the year, if any
10) Vehicle Summary sheet (one for each vehicle)
11) Officer's life or disability insurance information, if paid for by company
12) Copy of the owner's W-2's
13) December sales tax return, if applicable
14) 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

Klein Hall CPAs, LLC