FIGUEROA
CPA INC

Dear Client:

The following documents will assist us in the preparation of your business income tax return. Please provide us with the following information at your earliest opportunity.

- Signed & dated business entity Engagement Letter (find this letter in your entity portal)
- Backup of your QuickBooks file (if you have QuickBooks Online, please email us letting us know the books are closed and you are providing all tax information)
- For each bank account and credit card: provide the bank statement and bank reconciliation covering the last day of the tax year
- Fixed Asset Additions: provide invoices or purchase statements for all significant purchases
- Asset Dispositions: provide a list of all assets disposed, disposition dates and sales price for each
- Loans, Notes and Mortgages: provide the statement covering the last day of the tax year
- Payroll Expense: provide the following forms for each quarter of the tax year
    - Form 940
    - Form 941
    - Form DE9
    - Form DE9C
    - Form W-2's and Form W-3
- If the business employed independent contractors or made payments to unincorporated services provide copies of all Forms 1099-MISC and Form 1096
- If at any point during the tax year, the business had an interest in or signature or other authority over a financial account in a foreign country (such as a bank account, securities, or financial accounts) provide details for those accounts
- If at any point during the year the business had any debt that was cancelled, was forgiven, or had the terms modified to reduce the principal amount of the loan: provide the updated account details
- Any other changes or events that took place during the tax year, please provide us with details

Thank you for your help collecting the information listed above. Should you need further assistance, please contact us.

Regards,

Figueroa CPA INC.

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