

## **Items needed for 2017 Business Income Tax Return**

**Please provide photo copies of the following information for us to complete your 2017 Income Tax Return. Please do not send the originals to us. We ask that you retain the originals in a safe place in your possession in case questions arise or further information is needed from them in the future.**

- 1) Financial Statements (Income Statement and Balance Sheet) as of December 31, 2017. These statements should tie to your beginning balances as of January 1, 2017 and your last year's tax return if one was filed. Also, all of your bank statements should be reconciled and your bank balances accurate as of December 31, 2017. If you are unable to provide this information our accounting staff is willing and able to assist with this process. Please be aware, though, that there are additional charges incurred for these bookkeeping services.
- 2) Any closing statements (HUD-1) for real estate and rental properties purchased during the year.
- 3) Interest statements and mortgage balances for any loans as of December 31, 2017. Please include escrow account activity and balances.
- 4) Beginning balance, interest rate, term and payment amount for any other loans your business has and the assets that are associated with them.
- 5) Please note any changes in business address, business ownership, address changes on present owners and contact information.
- 6) Property management statements regarding income and expenses in connection with your rental properties.
- 7) Complete information on any assets purchased or sold during the year of 2017.
- 8) If your business was formed prior to 2017 and we did not prepare your 2016 business tax return(s) please provide a copy of the last two years returns (2015 & 2016).
- 9) A signed engagement letter, a client information form and credit card information for billing purposes. We cannot begin processing your information until all of the information in item nine is received.
- 10) If first year working with us, please send copies of Legal Documents; including the Stamped Articles and Operating Agreement, disclosing owners and percentage of ownership.

Just for informational purposes, if you are using QuickBooks as your accounting software program we would recommend that you create an accountants copy of the file and e-mail or send a copy of that file with your records to our office. This may save some potential questions we may have on the other information that you provide us.

Thank you for allowing us to assist you in this process.