

## **BUSINESS TAXPAYER DOCUMENTATION**

*Please complete this entire form and supporting documentation drop it off to our office.  
Appointments will be scheduled on a first come first serve basis once ALL information is received.*

1. Monthly bank statements for the entire year (including the prior month of December and the subsequent month of January for the year at issue (e.g.: 12/01 thru 01/31) for every business bank account and any personal accounts which receive transfers from or make transfers to any business bank account or from which additional business expenses are paid directly.
2. Provide a list of all recurring creditors and what product or services they provide so that they are allocated to the proper asset, liability, or expense account and provide a measure of assurance that the transaction serves a business, not personal, purpose. If a single creditor satisfies various business needs please indicate and document how the payment to the creditor should be allocated among those business needs. For example, an insurance agency may provide for more than a single type of coverage-general liability, auto, workers compensation, etc.
3. For all recurring monthly expenses please assure that 12 months of payments have been made or indicate why a lesser number was made. (e.g.: 10 months of equipment lease due to sale)
4. Review prior year depreciation schedule and note any disposals or sales (indicating the date thereof for each disposal or sale and the amount of sales proceeds, if any) as well as any purchases (for purchase provide any documents evidencing the purchase and any financing if applicable).
5. For payroll, supply 940s, 4<sup>th</sup> quarter 941, w-3 (and all w-2s), 1096 (and all 1099s). Provide any year end payroll summary generated by a payroll service – specifically showing employer matching taxes, workers compensation and payroll administrative charges. Authorize the payroll service to release any information that we (George Ortiz, Liz Jones, or Sharon Ortiz) may request from them and provide passwords.
6. Copies of any legal documents entered into during the year (provide contact information for any professionals retained during the year and pre-authorize George Ortiz, Liz Jones or Sharon Ortiz to obtain any information in their possession we deem necessary to secure).
7. Provide a schedule of year-end inventory with dollar valuations if you sell products or hold animals, such as horses, for sale.
8. If we do not do your monthly accounting, please provide us with a thumb drive of your QuickBooks software and the password. If you use a different software please provide the entire General Ledger for the year.

### **TAX REPRESENTATION**

Please explain concisely the problem you are having. (e.g.: non-filing, audit, collection notices...)

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