

Thank you for choosing Aldom Professional Accounting & Tax Services.

We thank you for choosing us and are looking forward to servicing you. In our best efforts to make this process a simple one, we've compiled a general list of common documents required (it is not typical for all to apply). This list is used only as a reference point and will vary from client to client. Additionally, it is common for certain information to be listed on prior-year returns in which duplicate copies are not necessary. Any questions or concerns, please call our office at 708.529.7303.

An official engagement agreement is required to begin work.

Kindly,  
Jessica

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#### **New Clients**

- Formation documents (Articles of Incorporation, Articles of Organization, etc.)
- SS4 (EIN letter issued by the IRS)
- Operating Agreement (if applicable)
- 2553 (S Corp approval/election – if applicable)
- Prior year return (up to 3 years)
- Bank Account # and routing # (if payment through return is desired)

#### **Shareholder(s)**

- Government Issued ID of authorized signer
- Information for each shareholder: Name, title, address, phone #, social security #, and email address

#### **Financials**

- Bank statements for tax filing period
- Loan statements
- Merchant reports (ex. 1099-K)
- 1099s received for services
- General ledger (preparers information)
- Detailed income statement/profit & loss for tax period filing

- Detailed balance sheet for tax period filing
- 1096
- W2s & W3s
- Equipment purchases and dispositions

#### Income Adjustments

- Automobile mileage
- Home office
- Cell phone
- Internet
- Health Insurance (including HSA and long-term care)
- Retirement account detail (SEP)
- Fringe benefits paid
- Quarterly payroll filings (federal & state)
- End of year payroll summary report showing wages paid, taxes deducted, and taxes paid
- Sales tax filings

If you utilize accounting software throughout the year, we are happy to obtain most information through accountant access.

There will be an hourly rate charge for financial data that is not compiled upon delivery. If you do not use an accounting software throughout the year we recommend organizing your data in an excel file; annual reconciliation is an additional charge.

All documents can be delivered in person or securely uploaded to our online portal using your unique ID and password. Our link is available below and can also be found on our website at [www.aldomgroup.com](http://www.aldomgroup.com).

Secure Portal: [Secure Online Portal Link](#)

Kindly,  
Aldom Professional Accounting & Tax Services, LLC