

Victoria Long
MT, CPA, CFP®
1765 Michael Gates Drive
Parker, CO 80138
303.909.7275 fax 720.306.2466
victoria@victorialong.org
www.victorialong.org

Because we do not do your bookkeeping, we require the following documentation to be able to accurately prepare your business tax returns (as specifically engaged in a separate engagement letter). We will need the following information from you as of the end of the tax year. We will use this information to prepare your returns and will not change nor attempt to correct any of the documents without a separate, signed accounting agreement.

1. ___ **Copies** of any new bank **loans** obtained during the year
2. ___ **Copies** of any new **leases** signed during the year
3. ___ List by date, amount and individual of any new investments made into the company this year by the owners
4. ___ **Copies** of any federal or state **tax correspondence** received during the year
5. ___ **Copies** of any **equipment purchase** invoices over \$500
6. ___ Loan payoffs, by loan number, of all business loans at December 31
7. ___ Copies of your year-end bank reconciliation(s) and bank statements
8. ___ 12/31/20 Year End Balances of:
 - o Accounts Receivable \$ _____,
 - o Cost of Inventory on Hand \$ _____,
 - o Accounts Payable \$ _____,
 - o Unpaid 941 Deposit for December \$ _____,
 - o Unpaid State(s) Withholding deposits for December \$ _____,
 - o Unpaid Sales tax for December \$ _____,
 - o Unpaid wages earned through 12/31/20 \$ _____
9. ___ The enclosed engagement letter needs to be signed and returned
10. ___ Year-end summary of business activity-back up, online access or hard copy (Accounting software back-up, trial balance, etc.)
11. ___ Sales breakdown by state and city if applicable (Call us to determine)
12. ___ Information on any changes in ownership, stock holding, locations or number of stores
13. ___ All Forms 1099-K received

The amounts included above and attached represent my company's amounts as requested.

Company

Signature

Title