Dear Business Owner:

For the coming Tax season; By the End of January, We would like to have the following information in order for the CPA to prepare your business tax return.

1. Financial Statements
2. Profit and Loss
3. Balance Sheet
4. Or QuickBooks File
5. Any New Fixed Asset:
6. Description of Asset
7. Purchase Date
8. Purchase Amount
9. Any new Automobile Purchase
10. Make and Model of the Auto
11. Purchase Date
12. Purchase Amount
13. Each Automobile information:
14. Make and Model
15. Total Mileage
16. Business Mileage
17. Gasoline Exp
18. Insurance Exp
19. Repair
20. Registration
21. Any loan to or from Shareholder
22. Contact Information
23. Address
24. Telephone
25. Cell Phone
26. Email Address

Please, make an appointment with the CPA when the tax return is done.

Thank you,

The Management,