



Business Type (Choose One): LLC / S Corporation / Corporation / Partnership / Other

Business Name: _____
D.B.A (if applicable): _____ **Phone #:** _____
Address of Corporation: _____ **Alt.#:** _____
 _____ **Fax#:** _____
E-mail Address: _____
Date Started Business: _____ **(Bring in SS4 & DOS Filing Receipt)**
Employer ID (EIN#): _____
Principal Business Activity: _____
Please be specific

Name of Member/Owner	Title	%	SS, EIN or ITIN #	Phone #	Personal E-mail

Please provide us with the phone # and e-mail address of at least one member/owner.

Bookkeeping

- Copy of last years Tax Return filed (NEW CLIENTS ONLY)
- Monthly Bank Statements INCLUDING CHECK COPIES to current date or end of tax year
- Online Banking Log in:
 Bank Name : _____
 User Name: _____
 Password: _____
- Monthly Credit Card Statements to current date or end of tax year
- Cash Receipts Log
- List of Purchases made with PERSONAL funds (Cash, Bank Account or Credit Cards)
- Monthly Loan Statements
- Monthly Mortgage Statement if business owns Real Property (1098 Interest paid to bank)
- List of Assets

Description	Date of Purchase	Purchase Cost

- QuickBooks file saved as an ACCOUNTANTS Copy
- Form W9 for any Independent Sub-Contractors
- Payroll Tax Returns (Form 941 and NYS-45), list of monthly tax deposits & dates paid
- All Sales Tax Returns

****Providing these items on the list in a timely and organized manner will prevent multiple trips to our office making the process run smoothly and will keep your tax preparation fees to a minimum.***