

General Entity Information for NEW CLIENTS:

- ☐ Articles of Incorporation or Organization, Certificate of Incorporation or Organization and By-Laws or Operating Agreement
- ☐ SS-4 from the IRS detailing employer identification number
- ☐ IRS Form 2553 S Election
- ☐ BT-1 – sales and withholding tax account information
- ☐ Indiana Department of Workforce Development Account Number
- ☐ Current mailing address, phone number and email address

Payroll & 1099s:

- ☐ W-3
- ☐ W-2s for each employee
- ☐ 940
- ☐ UC-1 & UC-5 or UC-5A for all 4 quarters, paperwork & payment detail, Indiana Dept. of Workforce Development
- ☐ 1099s prepared by client

Income:

- ☐ Schedules and reports detailing total sales/income
- ☐ All 1099s
- ☐ ST-103 Sales/Food & Beverage taxes filed with Indiana Department of Revenue

Deductions:

- ☐ Interest expense for all loans and business credit cards
- ☐ Detail of all business operating expenses
- ☐ Employee benefit: insurance premiums for owners and employees
- ☐ Health Savings Account and other health benefits paid by employer
- ☐ Detail of company retirement plans
- ☐ Acquisition of new assets (Date of purchase, description of asset and amount paid)
- ☐ Dispositions & Trade-in (Date of sale, description of asset and amount received)
- ☐ Mileage log detailing (make and model of vehicle, business, commuter and personal miles)
- ☐ Ending inventory

Other:

- ☐ Bank statements for all business accounts
- ☐ Credit Card statements for all business credit cards
- ☐ Check register or general ledger
- ☐ Profit and Loss statements
- ☐ Balance Sheet
- ☐ Year Ending balances for all loans and business credit cards
- ☐ Detail of Distributions to owners
- ☐ Loans to and from the company by owners
- ☐ Ending cash balance for all bank accounts
- ☐ PTET tax payments made by the company (need confirmation of check written and date mailed)
- ☐ Last year's tax return if not prepared by us

TAX NOTICE STATEMENT: Please note that providing incomplete or inaccurate information may result in delays in processing your return and could lead to tax notice(s). Any tax notice arising from an error or omission by our team will be addressed promptly at no cost to you. Responses to all other notices fall outside the scope of our original engagement and are subject to our standard hourly rates.