



FREE ELECTRONIC FILING • TAX PREPARATION FOR ALL STATES

CORPORATIONS, PARTNERSHIPS & LLC

Name: _____ SS # _____ Tax Year: _____

Fed. Tax ID#: _____ State Tax ID #: _____

IF A NEW CLIENT PLEASE BRING:

- A copy of last year's Federal and State Tax Returns
- Articles of Incorporation, Partnership Agreement, etc.
- Names, Addresses, Social Security Number and percentage ownership for each shareholder/partner.

IF YOU USE ACCOUNTING SOFTWARE, PLEASE BRING PRINT-OUTS OF THE FOLLOWING:

- Profit/Loss Statement for entire year of Cash Basis (unless company is on Accrual Basis)
- Balance Sheet as of 12-31
- General Ledger Detail for Asset and Expense Accounts
- Details of fixed assets and depreciation schedules (including asset purchase dates)
- List of any activities in other states
- Any Internal Revenue Service and Department of Revenue correspondence received during the year.

YEAR-END BALANCES FOR THE FOLLOWING:

- Cash on Hand
- All Bank Accounts
- All Loans / Credit Cards
- Accounts Receivable / Payables
- Owner/ Partner Draws and/or Investments
- Ending Inventory

PAYROLL INFORMATION

- Bring copies of W-2's and Quarterly Payroll Reports if we didn't do them.

*If you don't have above, or for more information on things to bring, please see our
"Corporations, Partnerships & LLC Organizer"*

16 Corp., Partner, LLC 2010

ALL FEES PAYABLE AT TIME OF SERVICE OR PRIOR TO E-FILING • CASH, CHECK, CREDIT CARD

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