

Request for Records to Prepare 2018 Business Tax Returns

Business tax returns for tax year 2018 are due on 3/15/19, and we begin preparing returns for our business clients in January. In order to guarantee timely completion of the tax return, please provide the following information by 2/11/19. Please keep in mind that the sooner you provide our firm with all of the information below, the higher your firm will be in the queue:

1. Most recent **Quickbooks** file (accountant's copy with dividing date of 1/1/19). If we have access to your Quickbooks year-round, please notify us when you are finished making 2018 entries.

If Quickbooks is not used by your business, provide either of the following:

1. Financial statements (Balance Sheet and Profit & Loss statement)
 2. List of income & expenses by category.
2. Copy of **2017 federal and state income tax returns** (if we didn't prepare last year's tax return). Please ensure the following is included with the tax return:
 1. 2018 regular and AMT depreciation schedules.
 2. Shareholder basis schedules for S corporations.
 3. Partner basis schedules for entities taxed as partnerships.
 3. Copy of December 2018 business **bank statements** and, if applicable, December 2018 business **credit card statements** and **loan statements or transaction history**.
 4. Copy of December 2018 **bank and credit card reconciliations** (if not already provided in Quickbooks file).
 5. Copy of **2018 tax forms**
 1. W-2 forms
 2. 1099s *issued by* your business
 3. 1099s *received by* your business (*we can begin work before these are received*)
 6. **Auto information** for each car used for business (see attached).
 7. **NEW** Business Questionnaire (see attached)
 8. Signed **engagement letter** (see attached). If you have more than one business, please return a signed engagement letter for each entity.

Important Note: The new tax law has created a valuable new deduction for owners of pass-through entities, equal to 20% of your business income, subject to some limits and hurdles. This ties your business and personal returns together more closely than they have before. As a result, please provide your personal tax information as soon as it's available so that we can prepare those returns in tandem. Additionally, it may make sense to extend your return or returns where there is uncertainty about how the new deduction applies. If that is the case, we will make that recommendation.

We look forward to working with you this tax season and appreciate your business.