BUSINESS TAX CLIENTS FOR 2009 – FOR SELF-EMPLOYED BUSINESS OWNERS

- ***PLEASE ANSWER ALL APPLICABLE QUESTIONS AND PROVIDE THE REQUESTED DOCUMENTATION.***

QUESTIONNAIRE:

1. If you use QuickBooks, please list Version: ____________________ and Year: _______________
2. If you use accounting software, and it is password protected ,please provide the following;

   User ID: _____________________________ Password: _______________________________
3. List Business mileage for **2009**: _______________________ Please list Total mileage for **2009** (this includes business and personal mileage for 2009) ________________ Make and Model of the Vehicle used for business ____
4. If applicable, list ending Inventory amount at 12/31/09: ________________________________
5. List Assets over **$250 added** in 2009 (Description, Amount and Date): We also need to know if any of the assets were **used vs. new** when acquired:

   ____
   ____
   ____
6. List Assets **disposed** of in 2009 (Description, Amount and Date):

   ____
   ____
   ____
7. List any personal assets that were converted to business in 2009:

   ____
   ____
   ____

PLEASE REVIEW YOUR FINANCIAL RECORDS PRIOR TO SUBMISSION TO US. ADDITIONAL TIME SPENT BY KRUGER & CLARY CLEANING YOUR BOOKS WILL RESULT IN ADDITIONAL ACCOUNTING FEES.

PLEASE REVIEW THE CHECKLIST BELOW AND SUPPLY ALL APPLICABLE DOCUMENTATION.

This is not all inclusive. Let us know of any additional information that pertains to your tax return.

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CHECKLIST:

- Accountants Review copy of your QuickBooks files for the date through 1/31/10 if applicable or back-up of Peachtree File.

- December 2009 Bank Statements for any business bank accounts. Please note that all bank reconciliations should be done before creating the back-up or accountant's review copy. If there are any old outstanding checks or deposits, please void if applicable or determine the reason they have not been cleared. For old outstanding checks or deposits that are not to be voided, please give us an explanation.

- Print out of Accounts Receivable. Please review and verify the information for accuracy. If any outstanding invoices need to be written off, and you need assistance, please let us know which customer and the amount.

- Print out of Accounts Payable and alert us to any inaccurate numbers.

- Credit card statements for December 2009 and January 2010.

- **All year-end payroll reports including 4thquarter 941, UITR State Unemployment, DR-1093 State Withholding, Annual 940, W-2's, W-3, 1099's, 1096, DR-1094.**

- Copies of any 1099's prepared by the company or received by the company.

- December sales tax reports (due January 20, 2010).

- Blank Personal Property Declaration Statement received from the County.

- Year-end statements for **all Loans**. If the statements do not include the amount of interest paid in 2009, we will need the applicable forms and/or **amounts of interest**. The year-end statement should show the **ending balance** of the loan in 2009. Also, please inform us if you use funds from personal loans for your business and/or make payments toward your personal loan from business funds.

- Receipts for charitable donations.

- Any business expenses paid personally that have not been entered in your accounting software.

This is not all inclusive. Let us know of any additional information that pertains to your tax return.