

BUSINESS TAX CLIENTS

❖ Kruger & Clary will offer a discount on your tax preparation fees if all applicable documents are brought in at the same time.

QUESTIONNAIRE:

1. If you use QuickBooks what Version: _____ Year: _____

2. If you use accounting software and it is password protected please provide the following;
User ID: _____ Password: _____

3. List Business mileage for: January 1 – June 30, 2008: _____
July 1 – December 31, 2008: _____

4. If applicable, list ending Inventory amount at 12/31/08: _____

5. List Assets over \$250 added in 2008 (Description, Amount and Date): We also need to know if any of the assets were used when acquired because they don't qualify for bonus depreciation.

6. List Assets disposed of in 2008 (Description, Amount and Date):

7. List any personal assets that were converted to business in 2008:

Please review your financial records prior to submission to us. If you spend time cleaning up your records, it will save you money.

(over)

CHECKLIST:

- Accountants Review copy of your QuickBooks files for the date through 1/31/09 if applicable or back-up of Peachtree File.
- December 2008 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 find out why they haven't cleared.
- Print out of Accounts Receivable/Accounts Payable, review and verify the information for accuracy. If any outstanding invoices need to be written off, and you need help 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 2008 and January 2009.
- All year-end payroll reports including 4th quarter 941, UETR 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, 2009).
- Personal Property Declaration Statement from the County.
- Year-end statements for all Loans. If the statements do not include the amount of interest paid in 2008, we will need the applicable forms and/or amounts of interest. The year-end statement should show the ending balance of the loan in 2008.
- Receipts for charitable donations.
- Any business expenses paid personally that haven't been entered in your accounting software.