



### CORPORATE / PARTNERSHIP CLIENT CHECKLIST (Page 1)

We request the following information in order to facilitate the preparation of your business tax return. You may provide this information in paper format or email the data to [pcrunk@axiomcpa.com](mailto:pcrunk@axiomcpa.com).

Business name: \_\_\_\_\_

Contact's name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

#### IF YOU USE QUICKBOOKS:

\_\_\_\_\_ Back-up copy of your QuickBooks. Files smaller than 5MB may be emailed to [pcrunk@axiomcpa.com](mailto:pcrunk@axiomcpa.com). Larger files may be sent using Axiom's electronic dropbox at [www.axiomcpa.com/dropbox](http://www.axiomcpa.com/dropbox)

\_\_\_\_\_ Please indicate version you are using: \_\_\_\_\_

\_\_\_\_\_ Password (if applicable): \_\_\_\_\_

#### IF YOU DON'T USE QUICKBOOKS provide a copy of your:

\_\_\_\_\_ Trial Balance

\_\_\_\_\_ Balance Sheet

\_\_\_\_\_ Profit & Loss Statement

\_\_\_\_\_ Year-end Accounts Payable detail and aging summary.

\_\_\_\_\_ Year-end Accounts Receivable detail, and aging summary.

#### THE FOLLOWING INFORMATION IS NEEDED whether or not you use QuickBooks:

\_\_\_\_\_ Copies of quarterly and annual Payroll Tax Returns unless these were prepared by Axiom.

\_\_\_\_\_ Copies of all December 31st bank statements and your December year-end cash account reconciliations.

\_\_\_\_\_ Copy of Sales Tax Returns for entire year and year-end tax liability, unless these were prepared by Axiom.

\_\_\_\_\_ Copies of notes on new loans.

\_\_\_\_\_ Year-end balance on each outstanding loan.

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- \_\_\_\_\_ Copies of all invoices for new asset purchases including date placed in service. For new vehicles provide the bill of sale and the financing agreement.
- \_\_\_\_\_ Copies of any forms HUD-1 for real estate purchases or sales.
- \_\_\_\_\_ Details of all assets disposed of, if any.
- \_\_\_\_\_ Details and dates of any change in ownership.

**If not separately stated in your chart of accounts provided details of:**

- \_\_\_\_\_ Owner's compensation
- \_\_\_\_\_ Health insurance premiums paid for owners
- \_\_\_\_\_ Meals and entertainment expense

**If you have automobiles used in the business provide the following for EACH automobile.**

	Auto 1	Auto 2
Make & Model	_____	_____
Date first used in your business	_____	_____
Name of employee using the vehicle	_____	_____
Business miles driven	_____	_____
Miles driven for commuting (to and from work)	+ _____	+ _____
Other personal miles driven	+ _____	+ _____
Total miles driven in 2009	= _____	= _____

- \_\_\_\_\_ Do you have evidence of the above stated mileage?  Yes  No
- \_\_\_\_\_ Is the evidence in writing?  Yes  No

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**Deferred compensation/profit sharing questions**

1. Does the company have a profit sharing plan (401k, SEP, etc)? \_\_\_\_\_
2. If there is taxable income from the business do you want to consider a profit sharing plan contribution? \_\_\_\_\_
3. Given your current cash situation how much of a contribution can you afford to make? \$\_\_\_\_\_

The above information and the information provided as a result of this request is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name