

Luers & Dyer CPAs, LLP
2016 Business Tax Organizer
(Please return this form with your tax documents)

Name of Business: _____
Address _____

Phone _____ Fax _____
Cell _____ Email _____

Person to Contact if we have questions _____
Preferred Contact E-mail Phone Best time to call: _____

Entity Type: Sole Proprietor C Corporation S Corporation
 Partnership/LLC Tax Exempt Organization

In which format would you like to receive a copy of your completed tax return?

Electronic copy to client portal Bound paper copy mailed Bound paper copy picked up in Julian office

Enclose one of the following sources of your financial records:

QuickBooks Accountants Review copy. (preferred method) Version used (2013-2017) _____
 QuickBooks Backup (or portal file) copy Version used (2013-2017) _____

(Please note that we will not be able to accept accountants review copies from 2013 and prior versions of QuickBooks and any backup data from older versions will be upgraded to QuickBooks 2017.)

Copy of year-end profit and loss statement and balance sheet and supporting schedules for income and expenses. (The IRS requires tax preparers to review sufficient taxpayer records to determine that income and expenses are complete.)
 Copy of cash receipts, credit card activity and cash disbursements records (deposit and check registers and credit card statements)

Please answer the following questions regarding documentation of business deductions:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have written documentation to support any business miles claimed? (You must have written documentation of business miles driven, such as notations on a calendar or a mileage log, to deduct mileage or vehicle expenses)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have receipts and written documentation for the business purpose associated with business travel, meals and entertainment?

Please refer to our letter regarding 1099 filing requirements and answer the following questions:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did you make any payments in 2016 that would require you to file Forms 1099?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If "Yes," did you or will you file all required Forms 1099?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please indicate whether you need our assistance in preparing any business property tax returns such as form 571L. If yes, please give us a copy of the original tax form sent by the county as soon as possible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do we have permission to access your tax payment information from the Franchise Tax Board website if needed?

To accurately prepare your business return, we will need the following additional documents. Please indicate the items that do not apply to your business:

Yes N/A

- Bank statements and bank reconciliations for 12/31/16 and 1/31/17 (or the last statement in your fiscal year end and one month after)
- Physical inventory (at cost) on the last day of your year-end or as shortly thereafter as possible
- List of fixed assets purchased during the year including date purchased and description of assets. Include copy of purchase contracts for large equipment, vehicle or real estate purchases. Indicate if assets purchased are new or used
- List of fixed assets sold, destroyed or otherwise disposed of during 2016 including date of disposition, sales price, or insurance reimbursement, if applicable. Include reason for disposition (i.e. sale, obsolescence, etc.) and applicable sales or insurance documentation
- Copy of last credit card statement for business credit cards that include charges through 12/31/16 or your fiscal year end.
- Copy of line of credit or loan statements indicating principal balance at year end and total interest paid during the year
- For accrual based businesses only, documentation of prepaid expenses, such as: insurance documents stating total insurance premium and dates of coverage
- Copies of closing statements and/or promissory notes for loans or real estate transactions initiated in 2016
- All 2016 sales and/or use tax returns. (N/A if we prepared forms for you)
- Payroll reports for 2016 including W3, W2's, 941's, 940, and DE9 (for CA). (N/A if we prepared forms for you) What payroll system do you use? (i.e. QuickBooks, Paychex, ADP)

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- Copies of 1099's or 1098's **received** by your company for 2016. Please include any 1099-Ks reporting credit, debit and other electronic merchant payments received

- Mileage records including **total** number of miles driven in 2016 and the number of **business** miles driven for each business vehicle

Vehicle Make/Model/Year	Date placed in service if new this year	Business Miles 2016	Total Miles in 2016

- Barter transaction details
- Copy of any tax notices from IRS, Franchise Tax Board, or other government agencies received by the company
- List of and distributions made to shareholders, members, or partners during the fiscal year
- For **non-profit** companies, provide a list of officers and board members, including name, title, address and approximate number of hours dedicated to the organization per week