

*H*enninger Accounting Services, P.C.

Corporations and Partnerships

Please submit the following items for your tax return preparation.

_____ QuickBooks Accountant's Transfer File or Sage Backup File

_____ Cash Disbursements and Cash Receipts Journals
or your Checkbook (if not using a Computer Software Program)

_____ Bank Statements for all Bank Accounts

_____ Loan Statements

_____ Inventory Valuation

_____ Credit Card Statements

_____ Copies of Sales Tax Returns (unless we prepare)

_____ Copies of Payroll Reports (unless we prepare)

_____ Sales Agreements for any Asset Sales

_____ Loan Documents for any new Acquisitions

_____ Copy of Prior Year Business Tax Return (new clients only)