

BUSINESS ORGANIZER

Dear Client,

In order to prepare your year-end business tax returns, we have prepared the list below to summarize the information needed.

- Signed engagement letter enclosed
- Copies of any new bank loans obtained during the year
- Balance at year end, by loan number, of all open bank loans
- Year end accounts receivable balance if accrual basis taxpayer
- Year end accounts payable balance if accrual balance taxpayer
- Year end inventory at cost
- Year end unpaid payroll taxes, federal and state withholding and unemployment (federal and state)
- All credit card statements with business purchases for the year
- Copies of any correspondence from tax authorities during the year
- Copies of invoices of major asset purchases of \$500 or more.
- List of any assets sold or disposed of during the year with dates disposed and sale price
- All payroll tax returns done for the year if not done by us
- Backup of Company Books

Hopefully this summary will help you to accumulate the information for this year's tax return. Please call our office if you have any questions.

We always continue our service after your return is completed, so don't hesitate to call us with questions or projects (calls are always free), and don't be surprised to hear from us during the year for tax planning, tax saving ideas or general business check-ups.

Thanks for a fantastic 2010!!

Sincerely,

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