

It is time to begin preparation of your 2016 Corporate tax return. In order to facilitate completion by the March 15, 2017 due date, please ensure that the following information is in our office by Friday, **February 3, 2017**. We will prepare returns in the order they are received, and returns received after February 3rd will most likely be extended.

• Quicken or Quickbooks back-up disk. Regular back-up, **NOT** accountant's back-up. **Please provide password.**

• Description, acquisition date and cost of equipment purchased in 2016. If this information is in Quickbooks, please indicate what was purchased in the memo section of your data entry.

• Date, sales price and description of equipment sold in 2016. Indicate what Quickbooks account proceeds were recorded to.

• If Hendrick & Kellison, LLC does not prepare your quarterly payroll reports, please provide copies of all quarterly payroll reports (Forms 941 and OQ) and year-end payroll reports (Forms 940, W-2 and W-3). Often times your payroll service can send a pdf version directly to our office. Please send these files to hk\_cpa@mkcpa.us.

• Copy of December 31, 2016 bank statement(s) and bank reconciliations for **all** bank and investment accounts.

• Copy of December 31, 2016 credit card statement(s) showing year-end balance.

• Year-end account statements showing December 31, 2016 balance on **all** corporate loans, notes payable, and mortgages.

• **Any 1099 forms received (1099MISC, 1099K, 1099INT, 1099DIV, etc.)**

For accounting packages other than Quickbooks, in addition to the above information, please also include the following:

 • Income statement, showing revenues and expenses, for 1/1/16 to 12/31/16

 • Balance Sheet for 12/31/16

 • General Ledger or other account detail

The above information can be mailed, emailed (hk\_cpa@mkcpa.us) or dropped off at our office. Located to the left of our door is a locked drop box which is available 24 hours a day. We look forward to receiving your information and will attempt to provide quick processing of your tax returns.

Sincerely,

Michele Kellison, CPA, CFP™

Hendrick & Kellison, LLC