

Izzi & Associates, Ltd.

Certified Public Accountants

MEMO

Every month you will need to get the following to our office by the 10th (for Sales & Payroll Taxes to be filed on time)

- **ALL** Bank statements for the business from the previous month
- Quickbooks register for the previous month **OR** Bank statement cancelled checks
- Cash pay outs from the previous month (*only receipts that were paid in cash, not debit card receipts*)
- Credit card statements for the business from the previous month
- Credit card discount statements from the previous month
- **ALL** Liquor purchases
- Groupon/ other discounted sales monthly statements from the previous month
- Any letters from the IRS, City of Chicago, IL Dept of Revenue, or IDES concerning the company or the owners
- Major purchases, equipment leasing, contracts, monthly invoices and or payments for these purchases/ leases for the business. If this is a new lease we will need a copy of the contract; same with a purchase. (*Car loan, Equipment loan, Line of Credit*)
- Anything else that you think would be relevant to the business, please send that as well.

Sales tax special notes

- All discounts, coupons, exempt organizations, tips paid out, delivery charges are needed to calculate "discounts" applicable to sales taxes

Our Tax Deadlines

- **Payroll:** Needs to be in by Monday/ Tuesday (*for Friday delivery*)
- **Sales Taxes:** Needs to be in by the 18th or 19th (*for filing and payment by the 20th*)
- **City of Chicago Restaurant Tax:** Due on the 15th of the month (*This is why we need sales tax docs by the 10th*)
- **Payroll Taxes:** April 30, July 31, October 31, January 31 (*We do this for you*)
- **Corporate Income Tax:** March 15th