

Izzi & Associates, Ltd.

Certified Public Accountants

MEMO

To: Year End Clients

Re: Corporate Taxes

- Incorporation paperwork (If it's your first year filing with us)
- All bank statements for the business from the year prior (January-December)
- Quickbooks Register from the year prior (If you use QB)
- Bank statements from the year prior
- Canceled checks from the year prior
- Cash payouts from the year prior
- Credit card statements from the year prior
- Credit card discount statements from the year prior
- Any governmental letters (IRS, IDOR, IDES, Social Security Office) concerning the company
- Major purchases, equipment leasing, contracts, monthly invoices and/or payments for these purchases/ leases.
- Anything else that you think would be relevant to the business.