

CORPORATE/PARTNERSHIP/LLC INCOME TAX INFORMATION LIST

1. 2009 Minutes and Annual Meeting records plus all corporate policies. These policies include your mileage reimbursement policy, reasonable compensation policy, health insurance and other employee benefits policy, use of company owned vehicle policy, and expensing policy for purchases.
2. Quickbooks backup data file; or bank statements, cancelled checks, and check stubs for the entire year, stubs and payroll breakdowns.
3. December 2009 & January 2010 bank statements and bank reconciliations, and credit card statements and reconciliations.
4. Payroll Reports:
 - a. 941's- all quarters
 - b. TWC-all quarters
 - c. 940
 - d. W-2/W-3
5. 1099/1096
6. Articles of Incorporation, Partnership Agreement or LLC Articles of Organization
7. Charter from Secretary of State for Corporations and LLC's
8. S-Corporation letter from IRS, if applicable
9. Last 2 years tax returns, if not prepared by Sara Dolph CPA PC
10. Copies of any new bank loans during the year.
11. Balances at year-end, by loan number, of all open bank loans plus interest paid during the year.
12. Year-end physical inventory at cost.
13. Year-end unpaid wages.
14. Year-end unpaid sales tax.
15. All blank federal and state tax forms.
16. Copies of any correspondence from tax authorities during the year.
17. Copies of invoices of major asset purchases of \$100.00 or more, or any assets sold.
18. Reasonable Salary documentation
19. Documentation for Loans to Shareholders
20. Signed Engagement Letter

EXTENDING COMPLETION DEADLINES

You agree that in the event your return cannot be completed by the due date, it may become necessary for us to apply to extend the due date. Extensions are required when

we do not receive information needed to prepare a return on timely basis. Applying for an extension of time to file may extend the time available for a government agency to undertake an audit of your return or may extend the statute of limitations. Additionally, extensions may affect your liability for penalties and interest or compliance with government deadlines. We are available to discuss this matter with you at your request at our regular hourly fee should the need arise.

RECORD RETENTION

In accordance with our firm's current document retention policy, we will retain copies of the records you have supplied us along with our work papers for you engagement for a period of *three years*. All original records will be returned to you.