



Tangible Accounting

"U.S.A. Trusted Advisor Firm"

VIA ELECTRONIC DELIVERY

To All **BUSINESS CLIENTS**

RE: Business REQUEST FOR DOCUMENTS

Dear Business Client:

To assist the Firm in compiling your business advisory, assurance and tax compliance reports, please provide us with the documentation requested below:

Administrative Related Items:

1. Articles of Incorporation or Organization,
2. Operating Agreement or any amendments,
3. Corporate bylaw's or any corporate resolutions,
4. Board of Directors Minutes,

Advisory Related Items:

5. Business Bank Statements in CSV file format and PDF format,
6. Business Canceled Checks in CSV file format and PDF format,
7. Business Credit Card Statements in CSV file format and PDF format,
8. **Technology. Quickbooks Online Access and/or Quickbooks Desktop backup or portable file**,
9. Records relating to vehicles purchased or leased during the year for which you are claiming business expense deductions,
10. Schedule of Fixed Assets to include date of purchase and the purchase amount,
11. Schedule of all software and information technology related programs,

Assurance Related Items:

12. Copies of last two years financial statements,
13. Agreements, such as rental, leases, purchases or any other type of formal written agreements which have been entered into between you and another party which affect the operation of your business. Include agreements with any financial institutions or other business/individuals and proof of payment (if applicable),
14. Schedule of Fixed Assets to include date of purchase and the purchase amount,

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Tax Related Items:

15. Copies of last two years tax returns,
16. Copy of IRS Form 2553, Election by a Small Business Corporation and IRS Acceptance letter (if S Corporation),
17. Mileage logbook or Smart App access (e.g. Mile IQ) for business vehicles and business use of a personal vehicle,
18. Schedule of all shareholders information,
19. Records relating to the sale of stock, real estate or other property,
20. **Technology.** Electronic Federal Tax Payment System (EFTPS) access,
21. **Technology.** State Estimated Income Tax e-filing access; and
22. **Technology.** State Sales Tax e-filing access.

This request for document list is limited and will expand as each business is unique.

Should you have any additional questions regarding this matter, please do not hesitate to contact our office at 877.212.8020.

All the Best,

Firm Administrator
Tangible Accounting, PLLC