

CONTACT INFORMATION

BUSINESS NAME & ADDRESS:

YOUR NAME (FIRST & LAST) | PHONE | EMAIL:

INCOME

- | | | |
|--------------------------|--------------------------|--|
| YES | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2018 INCOME STATEMENT AND BALANCE SHEET
Preferably in Excel format or if using Quickbooks Online, please send an accountant invitation |
| <input type="checkbox"/> | <input type="checkbox"/> | BANK STATEMENTS - December 31, 2018 bank statements for all cash and investment accounts and bank reconciliations |

DEDUCTIONS

- | | | |
|--------------------------|--------------------------|--|
| YES | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | FIXED ASSETS - 2018 purchases with dates of purchase and amount paid for each item. Include office expenses, supplies, auto expenses and any other large purchases. Contact The Hopkins Group for more details if needed |
| <input type="checkbox"/> | <input type="checkbox"/> | LOANS - Copy of year-end company loan statements (i.e. car loans, lines of credit, etc), including interest paid for 2018 and the loan balance at 12/31/18. If credit card balances are reported at year-end include copy of the statement to include 12/31/18. |
| <input type="checkbox"/> | <input type="checkbox"/> | PAYROLL REPORTS - Copy of year-end payroll reports indicating total wages paid for the year and employer taxes. Include a breakdown of officer salaries/guaranteed payments or draws. |

DEDUCTIONS (CONTINUED)

- | | | |
|--------------------------|--------------------------|--|
| YES | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | PROFIT-SHARING CONTRIBUTIONS - If applicable any 2018 contributions made on behalf of employees including owners. |
| <input type="checkbox"/> | <input type="checkbox"/> | BUSINESS AND PERSONAL MILES - For all business owned vehicles |

TAXES

- | | | |
|--------------------------|--------------------------|---|
| YES | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | STATE AND COUNTY TAX PAYMENTS
provide detailed report of estimated tax payments and taxes paid for prior year |
| <input type="checkbox"/> | <input type="checkbox"/> | STATE SALES & USE TAX - are you filing Use Tax Reports if making internet purchases and no sales tax paid? |

OTHER

- | | | |
|--------------------------|--------------------------|---|
| YES | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | FOREIGN BANK ACCOUNTS - If you have signature authority over any foreign bank accounts in the company name, related entity or for a client (i.e.: an escrow account,) provide the name of the bank, bank account number(s) and the average annual dollar amount in the account. Failure to report such accounts to the IRS could result in the imposition of fines and penalties of \$10,000+. |
| <input type="checkbox"/> | <input type="checkbox"/> | WRITTEN ACCOUNTING POLICIES - New regulations require you maintain written accounting procedures related to capital expenditures and the deduction of materials, maintenance and betterments. |
| <input type="checkbox"/> | <input type="checkbox"/> | OUT-OF-STATE SERVICES - Does your business perform services in other states? Do you have any employees working from a home office in other states? If the business is required to file in multiple states, an allocation of revenue and payroll expense among the states will be required. |
| <input type="checkbox"/> | <input type="checkbox"/> | MORE INFORMATION - Upon review of the data, more information could be requested if deemed appropriate in order to accurately complete the tax returns. |