

# *A&B Accounting and Tax Services LLC*

## **Corporations and Partnerships**

**Please submit the following items for your tax return preparation.**

\_\_\_\_\_ QuickBooks Accountant's Transfer File or Sage Backup File

\_\_\_\_\_ Cash Disbursements and Cash Receipts Journals  
or your Checkbook (if not using a Computer Software Program)

\_\_\_\_\_ Bank Statements for all Bank Accounts

\_\_\_\_\_ Loan Statements

\_\_\_\_\_ Inventory Valuation

\_\_\_\_\_ Credit Card Statements

\_\_\_\_\_ Copies of Sales Tax Returns (unless we prepare)

\_\_\_\_\_ Copies of Payroll Reports (unless we prepare)

\_\_\_\_\_ Sales Agreements for any Asset Sales

\_\_\_\_\_ Loan Documents for any new Acquisitions

\_\_\_\_\_ Copy of Prior Year Business Tax Return (new clients only)