



## Business Tax Preparation Checklist

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Before we can begin to prepare your income tax return, please go through the following checklist. Mark off the areas that apply to you, and make sure you provide us that information. If more space is needed for explanations, please use the comment section.

### COMPANY INFORMATION: *(New companies, please provide two years of tax returns)*

#### Company Info:

Name of Company: \_\_\_\_\_

Name of Main Contact/ Owner: \_\_\_\_\_

Email of Main Contact/ Owner: \_\_\_\_\_

Phone of Main Contact/ Owner: \_\_\_\_\_

Address of Company: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

#### Type of Company:

- C – Corp
- S – Corp
- LLC
- Sole Proprietor

#### Please circle how you would like your completed tax returns sent back to you:

- Client Portal
- Pick Up
- Priority Mail (\$10 fee)
- FedEx (\$25 fee)

#### Voided check or bank account and routing number

- Returning Clients:* If your business bank account is the same as last year, please provide the last 4 digits of the account number and bank name: \_\_\_\_\_

#### Check box if you would like your tax liability (amount you owe) **auto withdrawn** from your business bank account

#### Would you like your PFSGI fee auto withdrawn from your business checking account (No fee)

- Your company's 2018 year end profit & loss statement
  - A blank one can be found at the end of this checklist, or go to our website at [www.PFSGI.com](http://www.PFSGI.com) to find a fillable .PDF
- 1099-K forms from all credit card processors
- All interest income statements
- All the following Annual payroll reports:
  - W-3 and all W-2's
  - Total Federal unemployment paid: \_\_\_\_\_
  - Total State unemployment paid: \_\_\_\_\_
- All 1099-misc forms issued along with the 1096 summary
  - If you would like PFSGI to complete your 1099's, please provide the following information for all 1099 recipients: (Note – There is an additional fee for this service)
    - Full name
    - Address
    - Social security number or Federal ID number
    - Amount paid
- List all new equipment purchased:
  - Item Description: \_\_\_\_\_
  - Date of Purchase: \_\_\_\_\_
  - Purchase Price: \_\_\_\_\_
- Business miles driven: \_\_\_\_\_
  - Or total operating expenses for all business vehicles: \_\_\_\_\_
- Total interest paid, and ending balances for every loan
- Total inventory purchased: \_\_\_\_\_
- Ending inventory as of 12/31/18: \_\_\_\_\_
- Bank statements for all corporate accounts
- Corporate balance sheet as of 12/31/18
- Cancelled checks to document all corporate estimated tax payments
- Federal estimated tax payments paid:
  - Apr. 2018 - \$\_\_\_\_\_ June 2018 - \$\_\_\_\_\_ Sept. 2018 - \$\_\_\_\_\_ Jan. 2019 - \$\_\_\_\_\_
- State estimated tax payments paid:
  - Apr. 2018 - \$\_\_\_\_\_ June 2018 - \$\_\_\_\_\_ Sept. 2018 - \$\_\_\_\_\_ Jan. 2019 - \$\_\_\_\_\_
- Any information you feel may be pertinent
- All tax related documents have been submitted to PFSGI

Comments:

## Engagement Agreement

Thank you for selecting Pro Financial Services Group, Inc to assist you with your 2018 tax matters.

This engagement agreement provides the terms and conditions, as well as the nature and extent of the income tax services we will provide and confirms your agreement to all terms as outlined.

Pro Financial will prepare your 2018 federal and state income tax returns from information that you have provided. We will not audit or verify the data you submit to us, although we may ask for clarification of some items. You will assume responsibility for the accuracy of all data and the maintenance of said records. It is also your responsibility to provide all necessary information, in a timely manner so we can complete your income tax returns as soon as possible.

The fees for the services to be rendered will be based upon our standard form rates. We will bill at our current hourly rate for additional services as required, which may include extra conferences, bookkeeping, responding to legal matters and any other necessary work. We do reserve the right, in some matters to request a retainer fee to be paid in advance.

Our invoices are due and payable upon completion of your income tax returns. If you cancel or discontinue our services and we have already performed work on your tax return, you agree to pay us for such work performed based upon our current hourly rates. As additional consideration for us to provide you tax services, you agree that the extent of our liability for damages to you for any actions will not exceed the total amount paid by you for our services.

If your returns are audited by any taxing authorities, we will be available to represent you at an additional fee. If any interest or penalties are assessed, they will be your responsibility. Any additional services, including, complying with subpoena requests, will be billed at our current hourly rate of \$125 per half hour. The hourly rate for any services required between February 1st through April 18th is \$225 per half hour.

The taxpayer's signature at the end of this checklist indicates that the engagement terms as described above are understood and acceptable.

We wish to express our appreciation for this opportunity to work with you.

By signing below, I authorize Pro Financial Services Group, Inc. to complete my/our tax returns.

Taxpayer signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note: Payment is due upon completion of service**



## Profit and Loss Statement

Company Name: \_\_\_\_\_ Year: \_\_\_\_\_

Company Type:    C-Corp    S-Corp    Sole Proprietor    LLC

### Income

|                      |  |
|----------------------|--|
| Gross Sales          |  |
| Other Taxable Income |  |
| <b>Total Income</b>  |  |

### Expenses

|                           |  |
|---------------------------|--|
| Advertising               |  |
| Commissions & Fees        |  |
| Contract Labor            |  |
| Employee Benefits Paid    |  |
| Insurance                 |  |
| Legal & Professional Fees |  |
| Office Expenses           |  |
| Rent                      |  |
| Repairs and Maintenance   |  |
| Supplies                  |  |
| Travel                    |  |
| Meals and Entertainment   |  |
| Utilities                 |  |
| Total Wages               |  |
| Telephone                 |  |
| Dues and Subscriptions    |  |
| Licenses and Fees         |  |
|                           |  |
|                           |  |
|                           |  |
|                           |  |
|                           |  |
| <b>Total Expenses</b>     |  |
| <b>Net Income (Loss)</b>  |  |

|  |
|--|
| Total Miles Driven                                 |
|  |
| Total Business Miles Driven By<br>Business Vehicle |
|  |

Comments

**I completed this P&L statement based upon my records, I confirm I have all documents to substantiate the above income and expenses.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_