

## WHAT TO BRING TO YOUR INITIAL INTERVIEW - ENTITIES

Thank you for choosing Tax & Financial Solutions to prepare your tax return this year. We are highly experienced and qualified tax professionals who know all the latest tax law changes. We will take the time and effort to analyze your specific tax circumstances to identify potential tax deductions and recommend tax saving strategies.

If your business is not a sole proprietorship, you may need to file as an entity. To ensure the preparation of your tax return goes smoothly, please bring the following items to your scheduled tax appointment. **NOTE: Not everything on this list may apply to your situation. Please bring what you have.**

- Form W3and W2s if you have employees on payroll
- Form 1096
- Form 1099s and 1096s if you have sub-contractors
- Accountants Copy of Reconciled QuickBooks or Back up Copy (see reverse for instructions)

OR

- December 31<sup>st</sup> Bank Statement Ending Balance
  - All Credit Card Statements (that includes December 31<sup>st</sup>)
  - All Loan Statements (that include interest paid for year and principal balance as of December 31<sup>st</sup>)
  - Profit & Loss Report
  - Balance Sheet Report
  - General Ledger
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- Details of Equipment Sold
  - Details of Equipment Purchased
  - Details of Improvements made to equipment or property
  - Details of any new loans and leases (Banks, Equipment, In-house financing and Shareholder loans)
  - Revenue Breakdown by location
    - Sandy
    - Canby
    - Portland
    - Multnomah County (Fairview, Gresham & Troutdale)
    - State of Washington (by Location Code)

**NOTE:** Your particular situation may require additional documents. Please be aware that if you have not included statements through and including December 31<sup>st</sup> you may need to provide additional information. There may be an additional charge if bookkeeping services such as reconciling QuickBooks are needed. If information is not available this will delay the preparation for your return. If you have questions with respect to what to bring to your appointment, please call us at (503) 666-7909 and speak to a client service specialist at the front desk.

## CREATING AN ACCOUNTANT'S COPY

### TO CREATE AN ACCOUNTANTS COPY (on a PC):

**\*\* Only the Quickbooks Administrator can do this task \*\***

1. Most small businesses work in **Administrator, single-user mode**, but if not, make sure to switch users.
2. Go to the **File** menu, click **Accountant's Copy**, and then click **Create Accountant's Copy**.
3. Go to the **File** menu, click **Accountant's Copy**, click **Client Activities**, and then click **Create Accountant's Copy**.
4. Click **Next**.
5. Enter a **Dividing Date**. A dividing date is the date that separates the part of your company you'll be able to work on from the part your accountant will work on. Please use January 5 of the current year.
6. Change the suggested location for the file. **Please save to a USB or flash drive.**
7. Click **Save**.  
The Quickbooks application title bar now shows **Accountant's Changes Pending**.
8. Give the.QBX file to your bookkeeper or tax preparer.
9. Continue working with your company data, it just won't allow you to work in the prior year.

### TO CREATE AN ACCOUNTANTS COPY (on a Mac):

1. In Quickbooks for Mac, open the company file that you would like to convert to a Windows file.
2. Choose **File> Back Up to Quickbooks for Windows**.
3. Choose the name of the file you want to convert and click **Save**.
4. Please do not put a password on the file as our systems are already protected.
5. Click **OK**. Quickbooks will then create a .qbb file. You can then click **Show File in Finder** to locate the file on your Mac.
6. Please save on a USB or flash drive.

## CREATING A BACK UP FILE

### TO CREATE A QUICKBOOKS BACK UP FILE (on a PC):

1. Launch **Quickbooks** for PC.
2. From the **File** menu, choose **Back Up**.
3. Click the **Back Up Company File** tab.
4. Click the **Browse** button to change the file name and indicate the backup location
5. Click **Save**.
6. Optional: Select other items in **Back Up Options** area.
7. Click **OK**.

If you have difficulty backing up directly to a USB or flash drive, first back up to your hard drive, then use the Windows Explorer to back up the file to the USB or flash drive.

### TO CREATE A QUICKBOOKS BACK UP FILE (on a Mac):

1. Launch QuickBooks for Mac. Click the **QuickBooks** tab in the main menu bar, and then select **Preferences** followed by **Backup** to open the Backup preferences dialog window.
2. Click the **Save backup files** in drop-down menu button and choose your preferred save location for the backup file. Please use a USB or flash drive.
3. Click to enable the **Overwrite last backup** check box if you want to save disk space and automatically overwrite the previous backup file with the latest version.
4. Select the **Save attached documents library** check box to store a copy of all attached documents, such as invoices and purchase orders, with your company file in the backup. QuickBooks will now use your preferences to back up the company file.
5. Click **File** in the main menu, and then select **Backup** in the drop-down menu to back up data at any time.