

## **Current Company Information**

\* Please make additional copies of this form and fill out separately for each company.

\* If we have prepared your Business Income Tax Returns previously, please **ONLY** provide any information below that may have changed over the past year- Thank you.

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

Contact Name(s): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Business: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Start Date: \_\_\_\_\_ Federal EIN: \_\_\_\_\_

Type of Entity: Partnership (1065)  S Corporation (1120S)  C Corporation (1120)

Manager: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_ DL#: \_\_\_\_\_

Manager: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_ DL#: \_\_\_\_\_

President: \_\_\_\_\_ DOB: \_\_\_\_\_ SS #: \_\_\_\_\_ DL #: \_\_\_\_\_

Vice President: \_\_\_\_\_ DOB: \_\_\_\_\_ SS #: \_\_\_\_\_ DL #: \_\_\_\_\_

Secretary: \_\_\_\_\_ DOB: \_\_\_\_\_ SS #: \_\_\_\_\_ DL #: \_\_\_\_\_

Treasurer: \_\_\_\_\_ DOB: \_\_\_\_\_ SS #: \_\_\_\_\_ DL #: \_\_\_\_\_

Additional information that we need to discuss regarding changes in ownership or states in which you were doing business over the past year and since filing your last tax returns:

## **Items Needed for 2023 Business Income Tax Return**

Please provide photocopies of the following information for us to complete your 2023 Income Tax Return. Please do not send the originals to us. We ask that you retain the originals in a safe place in your possession in case questions arise or further information is needed from them in the future.

- 1) Profit & Loss for date range 01/01/23 – 12/31/23 (Make sure it's Cash Basis, unless you file Accrual)
- 2) Balance Sheet as of 12/31/23 (Make sure it's Cash Basis, unless you file Accrual)
- 3) Final bank statements to confirm the balances listed on the balance sheet (i.e. checking, savings, credit cards, loans, etc.)
- 4) Any closing statements (HUD-1) for real estate and rental properties purchased during the year.
- 5) Interest statements and mortgage balances for any loans as of December 31, 2023. Please include escrow account activity and balances.
- 6) Beginning balance, interest rate, term, and payment amount for any other loans your business has and the assets that are associated with them.
- 7) Please note any changes in business address, business ownership, address changes on present owners and contact information. If there was a sale or purchase of ownership, we need to know right away as we may not be able to prepare this return.
- 8) Property management statements regarding income and expenses in connection with your rental properties.
- 9) Complete information on any assets purchased or sold during the year 2023.
- 10) If your business was formed prior to 2023 and we did not prepare your 2022 business tax return(s) please provide a copy of the last two years returns (2021 & 2022).
- 11) If this is your first year working with us, please send copies of Legal Documents; including the Stamped Articles and Operating Agreement, disclosing owners and percentage of ownership, IRS EIN Letter, and S-Election/2553 if applicable.
- 12) A signed engagement letter and a client information form. We cannot begin processing your information until all the information above is received.

For your convenience, if you utilize QuickBooks as your accounting software, we suggest generating an accountant copy of the file and transmitting it along with your records to our office. You can email the file to [Taylor@hilltaxandconsulting.com](mailto:Taylor@hilltaxandconsulting.com). This proactive step may preemptively address some potential queries we might have regarding the information you furnish.

Thank you for allowing us to assist you in this process.

Respectfully,

Hill Tax, Payroll & Bookkeeping  
Taylor Hill