

Required documents for preparation of your business income tax return by Jewett, Incorporated as of the end of your current tax year where applicable:

1. Articles of incorporation if not previously sent.
2. EIN/SS4 acceptance letter if not previously sent.
3. Form 2553 for S Corporation if not previously sent.
4. S Corporation acceptance letter if applicable if not previously sent
5. Secretary of State filing with State number if not previously sent.
6. Secretary of State current filing statement.
7. Business mailing address.
8. Business physical address if different from mail address above.
9. Address where business records are kept.
10. Cash balance as of current year-end.
11. Profit and loss statement as of current year-end.
12. Balance sheet as of current year-end.
13. Year-end payroll report.
14. Copy of W-3.
15. Copy of Form 940.
16. Amount of compensation for each officer.
17. Date and amount, if any, of estimated tax payments and to which taxing agency.
18. Additional capital amount contributed by shareholders.
19. Shareholder loan amounts contributed for each.
20. List of business assets, including date purchased, date placed in service and amount paid.
21. List of company travel vehicles, including dated purchased, date placed in service and amount paid.
22. Total miles driven for each company vehicle **for current tax year only.**
23. Total business miles driven for each company vehicle **for current tax year only.**
24. Total stock shares outstanding.
25. Name, tax identification number, and title of officer who will sign tax return.
26. Bank account information for payments electronically.

Please keep in mind you may not have all the above and if the item is not part of your business, please don't worry about this.

Please also feel free to send any additional information to us you may feel is pertinent to the preparation of your tax return or if you would like us to have knowledge of.

Thank you.

Bruce H. Jewett

President

Jewett, Inc.

5036 Dr. Phillips Blvd. #302

Orlando, FL 32819