

Our goal is to ensure that you receive the maximum tax benefits that are available to you. Your assistance is required to enable us to do this.

Please complete the requested information below and return it to us with your December 2016 materials or **NO LATER THAN** the date at the end of this questionnaire.

**1. Accounts receivable** Already Provided  N/A

Balance at year-end: \$ \_\_\_\_\_

Should any of the above be written off? \*Yes  No

\*Provide list

**2. Inventory** Already Provided  N/A

Value on hand at year-end: \$ \_\_\_\_\_

**3. Money owed to your company for loans at year-end** Already Provided  N/A

Name	\$ Amount
_____	_____
_____	_____
_____	_____

**4. Accounts payable** Already Provided  N/A

Total at year-end: \$ \_\_\_\_\_

(Do not include bank loans, mortgages, or auto loans.)

**5. Business expenses not paid through company**

Already Provided  N/A

Describe business expenses not paid with company check, company credit card, or electronically debited from company bank account.

Describe	\$ Amount	Pymt Method

**6. Personal vehicle usage (vehicle not owned by your co.)**

Already Provided  N/A

Total business miles: \_\_\_\_\_

Can you document these miles in writing? Yes  No

**7. Loans, mortgages, and leases**

Already Provided  N/A

Have you provided us with copies of all new ones taken out during the year? If not, enclose copies with this form.

Yes  No

**8. Stock changes**

Already Provided  N/A

Any changes in ownership during the year?  
If yes, provide documentation, including date(s) of changes, full names, and Social Security numbers. Send us a copy of any legal documents, if you have them.

Yes  No

**9. Other**

Already Provided

N/A

Describe any business transactions you feel may impact your taxes, which you have not already informed us about:

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**Please note:** You may download a PDF "fillin" (interactive) copy of this form from [www.macycpa.com](http://www.macycpa.com). Use of the PDF version will allow you to complete the form electronically and e-mail it to us at [smacy@macycpa.com](mailto:smacy@macycpa.com).

Print your business name, sign, and date below.

Business Name: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

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

**DUE TO STEPHEN A. MACY, CPA, PA BY JANUARY 15!**