

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 materials or **NO LATER THAN** the date at the end of this questionnaire.

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

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

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

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

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

Total at year-end: \$ \_\_\_\_\_  
(Do not include bank loans, mortgages, or auto loans.)

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

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

Describe	\$ Amount	Pymt Method
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**5. Personal vehicle usage (vehicle NOT OWNED by your co.)**

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

Can you document these miles in writing? Yes  No

**6. Loans, mortgages, and leases**

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

Yes  No

**7. Stock changes**

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

**8. Other items you need to share**

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**9. Would you like a phone contact to address other issues not covered on this form?**

Yes  No

Print your business name, sign, and date below.

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

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

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

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

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