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Following is a list of common items needed to complete your 2011 business tax returns. Please provide only the items that apply to your business and mail or deliver these to our office. *If your business is a corporation, we must receive all of your information by Friday February 24, 2012, or your tax return will be extended.*

Please note that we have included two common item lists here: one to use if you use QuickBooks and one to use if you do not. Please make sure to use the correct list. Please also be sure to fill out the vehicle and office in home information on page two if these apply to you.

IF YOU USE QUICKBOOKS:

1. Please provide a backup or portable company file of your QuickBooks file on CD or flash drive or upload it to our secure portal, with information through year-end 2011. Please include the Admin password, if necessary, and let us know what version of software you are using. Macintosh users, please be sure to provide a backup file that is compatible with Windows. If you have questions about this, please call.
2. A copy of the trial balance at year-end. **Please make sure that adjusting journal entries from last year have been entered.**
3. Copies of your year-end bank statements and reconciliations for all checking, savings, and investment accounts.
4. A detailed list of notes receivable, including loan amount, date of loan, name of borrower, interest rate, and terms of repayment. Please include the amount of each payment, the number of payments, and the frequency of payments (e.g.: 12 monthly payments of \$250, including principal and interest.).
5. A detailed list of fixed asset additions, with a description of the asset, date purchased, and cost.
6. A detailed list of fixed asset disposals (i.e.: what was sold, given away, recycled, or whatever). Please include description of asset, original purchase price, date sold or disposed of, and proceeds received from sale, if any.
7. Copies of statements from the bank or payment coupons that show loan payable balances at year-end, or amortization schedules for these loans.
8. Copies of any new loan and/or lease agreements.
9. Copies of Forms W-2 and W-3.
10. The amount included in Dues & Subscriptions that represents nondeductible dues (incl. athletic club dues, lobbying expense, etc.). This is not necessary if this is provided in a separate general ledger account.
11. The total amount of Meals & Entertainment if not provided in a separate general ledger account.
12. A summary of your gross revenues in full, gross revenues in Portland, and gross revenues in Multnomah County.
13. A detail of estimated income tax payments, including date paid, amount, and taxing authority.
14. Any other items you believe will be helpful to us.

IF YOU DO NOT USE QUICKBOOKS: Please provide items 3-14 listed above, AND the following:

1. A Balance Sheet and Profit and Loss statement for the year ended December 31, 2011.
2. Other business income (such as rents, interest, etc.).
3. Were there any major changes in the structure or ownership of your business during 2011?
4. If you keep inventory, we need total inventory figures for the beginning and end of 2011.
5. If you manufacture, we also need individual totals for materials purchased to be used in manufacturing, supplies, and labor costs. Please also include the total value of items taken for personal use.
6. Break out expense totals for the following categories (add others if they apply and you do not see them listed here): Advertising, Commissions & Sales, Contract Labor, Insurance (other than health), Interest, Legal & Professional Fees, Meals & Entertainment, Office Expense, Pension & Profit-sharing Plans, Rent or Lease (vehicle, machinery & equipment), Rent or Lease (other business property), Repairs & Maintenance, Retirement Contribution(s), Supplies, Taxes & Licenses, Travel, Utilities (other than home), Wages.
7. Please list any items that you purchased that were more than \$500. Include a description of the item, where and when it was purchased, and what was paid. Please also list any items of this kind that were sold and include the same details.
8. Any other items you believe will be helpful to us.

VEHICLE EXPENSES

General Information

Description of Vehicle _____
Is vehicle available for off-duty personal use? _____
Is vehicle used primarily by business owner? _____
Number of months job required use of vehicle: _____

Automobile Mileage

Total Mileage January 1- June 30, 2011: _____
Total Mileage July 1- December 31, 2011: _____
Business Mileage January 1- June 30, 2011: _____
Business Mileage July 1- December 31, 2011: _____
Commuting Mileage January 1- June 30, 2011: _____
Commuting Mileage July 1- December 31, 2011 _____
Average daily round-trip commute: _____

Actual Expenses

Parking fees and tolls (business portion only): _____
Gasoline, lube, oil: _____
Repairs: _____
Tires: _____
Insurance: _____
Miscellaneous: _____
Auto License (other than personal property taxes): _____
Interest (car loan): _____
Personal Property Taxes (based on car value): _____
Vehicle Rent or Lease Payments: _____
Value of Employer-Provided Vehicle on Form W-2: _____

If you purchased a vehicle in 2011, please provide a copy of the original invoice.

If you made loan payments in 2011 on a vehicle, please provide a copy of the loan statement from December 2011.

OFFICE IN HOME EXPENSES

Total square footage of home _____
Total square footage of exclusive office space _____
Insurance _____
Repairs and maintenance _____
Utilities _____
Mortgage Interest _____
Property Taxes _____
Miscellaneous (Please list) _____
