

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 2009 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 these 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:

Please note: You may download a PDF "fillin" (interactive) copy of this form from 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.

Print your business name, sign, and date below.

Business Name: _____

Prepared by: _____

Title: _____

Date: _____

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