



DAVID W. HUSS, PLLC
ATTORNEY-AT-LAW • CERTIFIED PUBLIC ACCOUNTANT

3610 Highway 22, Huntingdon, Tennessee 38344
David@HussLawCPA.com | (731) 535-3572 | www.HussLawCPA.com

CURRENT COMPANY INFORMATION

Please make additional copies of the form and fill out separately for each company. If I have prepared your Business Income Tax Return(s) previously, please only provide any information below that may have changed over the past year.

Company Name: _____

Contact Name(s): _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers: Home: _____ Cell: _____

Business: _____ Fax: _____

Email Address: _____

Business Start Date: _____ Type of Entity: _____ FEIN: _____

Member-Manager: _____ DOB: _____ SS# _____ DL# _____

Member-Manager: _____ DOB: _____ SS# _____ DL# _____

Member-Manager: _____ DOB: _____ SS# _____ DL# _____

Member-Manager: _____ DOB: _____ SS# _____ DL# _____

CURRENT COMPANY INFORMATION (CONT.)

President: _____ DOB: _____ SS# _____ DL# _____

Vice President: _____ DOB: _____ SS# _____ DL# _____

Secretary/Other: _____ DOB: _____ SS# _____ DL# _____

Treasurer/Other: _____ DOB: _____ SS# _____ DL# _____

Additional information that we need to discuss regarding changes in ownership or states in which you were doing business over the past year and since filing your last tax return(s): _____

ITEMS NEEDED FOR BUSINESS INCOME TAX RETURN(S)

Please provide the following information, and any other pertinent information, for me to complete your tax return(s) for the above noted year end.

- 1) Prior year's tax return(s), unless I filed the tax return for the prior year.
- 2) Financial statements (Income Statement and Balance Sheet) as of December 31, 2021. These statements should tie to your beginning balances as of January 1, 2021 and your last year's tax return(s) if one was filed. Also, all of your bank statements should be reconciled and your bank balances accurate as of December 31, 2021. If you are unable to provide this information, I will be willing to assist with this process. Please be aware that there are additional charges incurred for these bookkeeping services.
- 3) Any closing statements (HUD-1) for real estate and rental properties purchased during the year.
- 4) Interest statements and mortgage balances for any loans outstanding as of December 31, 2021. Please include escrow account activity and balances.
- 5) Beginning balance, interest rate, term, and payment amount for any other loans your business has outstanding and the assets that are associated with those loans.
- 6) Please note any changes in business address, business ownership, address changes for present owners, and contact information.

ITEMS NEEDED FOR BUSINESS INCOME TAX RETURN(S) (CONT.)

- 7) Property management statements regarding income and expenses in connection with your rental properties, if any.
- 8) Complete information on any assets purchased or sold during the year ending December 31, 2021.
- 9) A signed Engagement Letter and client information form (will be provided prior to beginning work).
- 10) If this is your first year working with me, please send copies of all legal documents, including Articles of Organization and Operating Agreement, disclosing owners and percentage of ownership.

Just for informational purposes, if you are using QuickBooks as your accounting software, I recommend sending me a backup copy of the file via email. This may save some potential questions I may have on the other information that you provide me.

Thank you for allowing me to assist you in this process.