

Breard & Associates, Inc.  
Information Request  
Tax Return  
2011



These are the items we need, some may not be applicable to your company.

1. Balance sheet at December 31, 2010(Memo: we want to be sure last year's adjustments were booked, if you need help, please request.)\*
2. Balance sheet at December 31, 2011
3. Trial balance at December 31, 2011
4. Profit & loss statement January 1, 2011- December 31, 2011
5. General ledger January 1, 2011 - December 31, 2011
6. List of new asset additions/retirements in 2011
7. Bank statements and reconciliations at December 31, 2011and January 31, 2012 for all accounts
8. Detail of account receivables at December 31, 2011 (Any accounts to write off?)
9. Detail of account payables at December 31, 2011
10. Detail of inventory at December 31, 2011
11. Payroll reports: W3, 941, DE7, DE6
12. Sales tax return for all four (4) quarters
13. Detail of draws by owner
14. List of estimated tax payments
15. Is there anything else you think would be helpful?

\* If you like, you can e-mail us a back-up of your QuickBooks file.