

W. RALPH SOMMERS TAX SERVICES

TAX & BUSINESS SERVICES

1971 Western Ave, Albany, New York 12203

P.O. BOX 508 GUILDERLAND, NY 12084 518.869.2112 Fax 518.869.5322
ralph@sommerstax.com; maureen@sommerstax.com

December 13, 2009

MEMO – 2009 INCOME TAX PREPARATION FOR CORPORATIONS/LLC

Dear Valued Friend and Client,

We need the following information from you in order to assist us with the preparation of your 2009 Corporate Income Tax return. Please provide this data **as soon as possible**.

- **Cash receipts** (sales) journals
- **Cash disbursements** (checks) journals
- **Bank statements**, with canceled checks
- List of deposits made with **personal funds** or loans from other sources
- Information about **new assets** such as trucks or equipment – date acquired, cost (including any financing arrangements) and description of each item.
- Information on **sold assets** such as bills of sale or trade-in information.
- All quarterly and/or Annual employee **payroll reports** for the year
- Cost of self-employed health insurance premiums
- **Mileage logs** for business use of vehicles are required and should be available on audit.
- Items such as **owner or partner draws** should be delineated as such.
- If your business uses a **resale inventory**, please provide a list of items, quantity and your cost as of December 31, 2009.
- Firms operating on an **accrual basis** (generally “C” corporations) should provide information regarding accounts payable and accounts receivable as of December 31, 2008.
- December 31, 2009 corporate returns are due **March 17, 2010** unless an extension is filed. (Fiscal year filers are due 2 ½ months after the year-end.)

These items are needed so we may accurately prepare your taxes in compliance with IRS regulations. Again, your speedy response can insure timely preparation and filing. . It is possible for December year-end clients to **be completed on time (3/15/10)** providing we receive your data **soon**. We look forward to seeing you.

Sincerely,

W. Ralph Sommers, EA
Accountant/Tax Practitioner

NOTE: PLEASE BRING A DEPOSIT RETAINER WHEN YOU BRING YOUR DATA. INTERIM BILLINGS WILL BE SENT AND FINAL PAYMENT IS DUE WHEN YOU PICKUP YOUR RETURN. THANK YOU

In accordance with IRS Circular 230 we are required to advise you that any Federal tax advice contained herein was not written, and may not be used by you, or by any subsequent reader hereof, for the purpose of avoiding any penalties which may be asserted pursuant to the provisions of the Internal Revenue Code