

Please provide us with any of the following information that applies to your business:

- ◇ Signed Engagement Letter (enclosed). Mandatory
- ◇ Information on any changes in ownership, members, partners or locations.
- ◇ **All Forms 1099 received including Forms 1099-MISC and Forms 1099-K for credit card and third party payments.**
- ◇ Quicken or QuickBooks file, after December bank statements are reconciled and all entries made for 2018.
 - For QuickBooks Online – In the “Manage Users” part of your program please “Invite Accountant” and enter your accountant’s e-mail address if you have not already done so.
 - For a QuickBooks Desktop version - **Please send an “accountant’s copy”** if possible. This will allow us to work on 2019 while you can work on 2020.
QuickBooks version used (i.e. Premiere 2019) _____ **Password if any** _____
 - For QuickBooks Desktop for Mac – Please send a “Back Up to Quickbooks for Windows”
QuickBooks version used (i.e. Mac 2016) _____ **Password if any** _____
- ◇ If you do not use Quickbooks, please provide the year-end Financial Statements or Trial Balance, or complete the enclosed manual bookkeeping schedules.
- ◇ **Copies of December 31st bank statement and bank reconciliation for each bank account.**
- ◇ Payroll reports: W-3, W-2’s, and fourth quarter and annual reports. These will be returned to you. Medical fringe benefits may need to be included in employee W-2’s. If you use RUN powered by ADP or ADP Workforce Now we can access these documents directly from ADP. Please contact Joey (joey.maddux@stradafg.com or 503-667-5355 ext. 102) to walk you through sharing access.
- ◇ Copy of 4th quarter or annual 2019 Washington sales tax reports, if any.
- ◇ Inventory value (at cost) at December 31st _____
- ◇ For rental property: The IRS now requires that we include on the tax return, on a property-by-property basis, the type of rental property (i.e. multi-family residence) and also the number of days rented, vacant but available, under repair, and personal use. A separate schedule is enclosed.
- ◇ Forms 1098 for business or rental property mortgage interest.
- ◇ Property tax statements for business or rental property.
- ◇ Sales within each of these locations (\$ or %):
 - Multnomah County _____
 - City of Portland _____
 - Outside of Oregon, if any _____

- ◇ Miles driven during the year for each vehicle used by the business

Vehicle Description	2019 Total Miles Driven	2019 Business Miles Driven
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has the company reimbursed you for business miles driven in your personal vehicle?
 Yes No

Has the company been reimbursed for any personal miles driven in company owned vehicles?
 Yes No

Do you have a written record to verify business miles driven?
 Yes No

(Please make sure you do to obtain the deductions allowable.)

- ◇ Please review the attached Meals and Entertainment Memo included for proper reporting and deducting of Meals and Entertainment.

- ◇ Do you pay cover Oregon certified (or other state exchange) health insurance premiums for employees or owners? Yes No
(If yes you may be eligible for a tax credit, please contact our office for additional worksheets)

- ◇ What is the largest number of employees expected for your company for 2020? _____
(If the number of employees is 50 or more you may be subject to the employer health care mandate, please contact our office for additional worksheets)

- ◇ Did you pay any non-corporate service provider \$600 or more? Yes No
 If yes, did you file Form 1099-MISC for each? Yes No
(We can assist you with 1099-MISC's at a nominal charge. Please call our office as early in January as possible if you would like us to assist in preparing 1099-MISC. We can also e-file them with the State of Oregon or other states if applicable.)

- ◇ Did you hire a veteran or other individual certified for the Work Opportunity Credit? Yes No

- ◇ At any time during the year did you have an interest in or authority over a financial account in a foreign country? Yes No

- ◇ List of the date placed in service and cost of any equipment, furniture, or vehicles purchased during the year (unless this detail is already in QuickBooks).

- ◇ Copies of all year-end business credit card or loan statements.

- ◇ Copies of loan documents for any new loans obtained or fixed assets financed during the year.

- ◇ Settlement or closing statements pertaining to any real estate transactions.

- ◇ Copies of any Federal or state tax correspondence received during the year.

Thank you for your help in gathering this information. Please contact us if you need further assistance