

# HAICK ACCOUNTING SERVICES

716 NIAGARA FALLS BLVD.

N. TONAWANDA, NY 14120

COMPANY NAME: \_\_\_\_\_

(716) 695-9542 OR 695-6578

FAX:(716)695-9182

## AS OF DECEMBER 31, 2018

In order for us to complete your Business Tax Returns, we need the following information as of December 31, 2018. Put "None" if the question doesn't apply to you. If you need more space for any item please put that information on a separate sheet of paper.

1. Ending Balance in Business Checking Account #1: \_\_\_\_\_  
#2: \_\_\_\_\_
2. Ending Balance in Business Savings Account #1: \_\_\_\_\_  
#2: \_\_\_\_\_
3. Ending Balance in Any Foreign Accounts #1 \_\_\_\_\_
4. Total Cash on Hand (Petty Cash): \_\_\_\_\_
5. Your Cost of Inventory for Resale: \_\_\_\_\_
6. List of Accounts Receivable (Business Only) \_\_\_\_\_  
(List the Money that Customers Owe You)
7. List of Accounts Payable (Business Only) \_\_\_\_\_  
(List the Bills that you Owe, Excluding Loans)
8. Outstanding Loans (Please include any loans from officers or Owners of the Company)

Name of Lender	Balance Owed (Principal Only)	Interest Paid In 2018
#1 _____	_____	_____
#2 _____	_____	_____
#3 _____	_____	_____
#4 _____	_____	_____
#5 _____	_____	_____
#6 _____	_____	_____

9. Interest or Dividend Income Received in Tax Year: (Attach Form 1099)

Name of Payer	Interest / Dividends Received
#1 _____	_____

10. Larger items such as Machinery, Equipment, Truck, Auto, and Real Estate you purchased during your Tax Year (Attach Receipts).

	Item #1	Item #2	Item #3
Information needed for each item:			
a) Description of what was purchased	_____	_____	_____
b) Date purchased	_____	_____	_____
c) Total Cost	_____	_____	_____

11. Major Improvements made to the building your business is using. (Attach Receipts)

- a) Description of What Was Done: \_\_\_\_\_
- b) Date of Improvement: \_\_\_\_\_
- c) Total Cost \_\_\_\_\_

12. Corporation officers Names:

Partner Names (For Partnerships Only)

- a) President: \_\_\_\_\_ a) \_\_\_\_\_
- b) Vice President: \_\_\_\_\_ b) \_\_\_\_\_
- c) Secretary: \_\_\_\_\_ c) \_\_\_\_\_
- d) Treasurer: \_\_\_\_\_ d) \_\_\_\_\_

13. List of Cash or Property Distributed to you from the Company: \_\_\_\_\_

14. List of all Bad Debts or Checks: \_\_\_\_\_

15. List of Securities or other Investments the Company has: \_\_\_\_\_

16. Estimated Taxes Paid:

	April 15, 2018	June 15, 2018	September 15, 2018	December 15, 2018
Federal \$	_____	\$ _____	\$ _____	\$ _____
State \$	_____	\$ _____	\$ _____	\$ _____

17. Any other information that you feel I will need to complete your Business Tax Return.

**\*\*PLEASE MAIL BACK TO HAICK ACCOUNTING BY: JANUARY 15, 2019**

**\*\*SIGNATURE: \_\_\_\_\_ OFFICER/OWNER/PARTNER**