



PTIN : P 00761752

INFORMATION NEED FROM CLIENTS FOR TIMELY BOOKKEEPING AND TAX FILINGS

- KEEP PROPERLY FILLED CHECK REGISTER.
- KEEP ALL YOUR RECEIPTS, WHETHER PAID OR NOT
- KEEP PERSONAL EXPENSES TOTALLY SEPARATE FROM YOUR BUSINESS ACTIVITY- MONEY IN REGISTER, BANK ACCOUNT(S), IF BUSINESS HAS CREDIT / DEBIT CARDS DO NOT USE FOR PERSONAL ITEM PURCHASES !
- SEND / DROP OFF ALL COMMUNICATION / LETTERS FROM STATE AND FEDERAL GOVERNMENT WITHIN 2 DAYS OF RECEIPT. -----USUALLY THERE ARE TAX FORMS, ASSESSMENTS, REQUIREMENT CHANGES, LICENSE RENEWAL FORMS , ETC.
- IF BUSINESS FUNDS ARE USED TO PAY FOR PERSONAL ITEMS, MARK THE RECEIPT **“PERSONAL WITHDRAWAL”**
- IF CASH FUNDS HAVE BEEN DEPOSITED TO YOUR BUSINESS BANK ACCOUNT(S), THIS IS NOT RECOMMENDED, BUT SOMETIMES INEVITABLE.
MAKE SURE 1) THEY ARE SEPARATE DEPOSITS BY THEMSELVES,
2) CLEARLY MARKED “ NON-SALE” ON THE DEPOSIT SLIP.
3) BE READY TO PROVE THE SOURCE OF FUNDS WHEN ASKED.

MONTHLY - (USUALLY WHEN YOU GET YOUR BANK STATEMENTS, ITS TIME TO DROP OFF INFO AT YOUR ACCOUNTANTS' OFFICE)

- BANK STATEMENTS FROM ALL ACCOUNTS
- ALL DEPOSIT SLIPS FOR BANK ACCOUNTS
- CREDIT CARD STATEMENTS
- CHECKBOOK STUBS FOR THE PERIOD
- ALL RECEIPTS FOR ITEMS PURCHASED
(IF PAID, MARK THEM **“PAID” “CHECK # _____ ”** , / OR **“CASH”**
- CASH REGISTER SALES RECORDS
- MONTHLY STATEMENT FROM NYS LOTTO (IF INVOLVED)
- NEW LARGE ITEM PURCHASE RECEIPTS , REPAIRS, REMODELING EXPENSE INFORMATION.

ENCLOSE ALL ABOVE ITEMS IN A LARGE ENVELOPE & DROP OFF.

CALL TO INFORM SIX MONTHS PRIOR TO STORE LEASE EXPIRATION DATE.

ACCOUNTING / TAX PREPARATION / PAYROLL SERVICES

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