

Business Tax Organizer for Current Clients

Information			
Business Name:			
Business Address			
Bus. e-mail:		Bus. Phone:	
Bus. Fax			
New Shareholder Name, if any	Address	SS#	% owned

As you know, corporations and LLCs are required to hold annual meetings and update their corporate/LLC book yearly. We can assist you in keeping your corporate records. Check the appropriate box below if you would like assistance with company records or agreements.

<input type="checkbox"/>	Corporate/LLC Book	<input type="checkbox"/>	Annual Meeting Resolutions	<input type="checkbox"/>	Company Agreements
<input type="checkbox"/>	Articles	<input type="checkbox"/>	Year(s) _____	<input type="checkbox"/>	Lease
<input type="checkbox"/>	By-laws	<input type="checkbox"/>	Year(s) _____	<input type="checkbox"/>	Notes
<input type="checkbox"/>	Meeting Minutes	<input type="checkbox"/>	Other Services	<input type="checkbox"/>	Ind. Contractor
<input type="checkbox"/>	Stock Certificates	<input type="checkbox"/>	Bookkeeping	<input type="checkbox"/>	Buy/Sell/Control
<input type="checkbox"/>	Stock Accounts	<input type="checkbox"/>	Quickbooks Training	<input type="checkbox"/>	Strategic Alliance
<input type="checkbox"/>	Agreements	<input type="checkbox"/>	MS Office Training	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

Business Tax Organizer for Current Clients, continued

Area	No.	Item	Amount
Income	1a	Gross receipts or sales	\$
	1b	Less returns and allowances	\$ -
	2	Cost of goods sold	\$
Deductions	7	Compensation of officers	\$
	8	Salaries and wages	\$
	9	Repairs and maintenance	\$
	10	Bad debts	\$
	11	Rents	\$
	12	Taxes and licenses	\$
	13	Interest	\$
	16	Advertising	\$
	17	Pension, profit-sharing, etc., plans	\$
	18a	Employee benefit programs – Shareholders	\$
	18b	Employee benefit programs – Employees	\$
	1	Accounting	\$
	2	Amortization	\$
	3	Automobile and truck expense	\$
	4	Bank charges	\$
	5	Commissions	\$
	6	Credit and collection costs	\$
	7	Delivery and freight	\$
	8	Discounts	\$
	9	Dues and subscriptions	\$
	10	Equipment rent	\$
	11	Gifts	\$
	12	Insurance	\$
	13	Janitorial	\$
	14	Laundry and cleaning	\$
	15	Legal and professional	\$
	16	Meals and entertainment, in full	\$
	17	Miscellaneous	\$
	18	Office expense	\$
	19	Outside services	\$
	20	Parking fees and tolls	\$
	21	Permits and fees	\$
22	Postage	\$	
23	Printing	\$	
24	Security	\$	
25	Supplies	\$	
26	Telephone	\$	
27	Tools	\$	
28	Travel	\$	
29	Uniforms	\$	
30	Utilities	\$	
32	Other (itemize)	\$	
		\$	
		\$	
		\$	

Berrett Financial Group, Inc.

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Balance Sheet

Required ONLY if assets or annual sales are greater than \$250,000

Assets	Beginning of 2003 Tax Year	End of 2004 Tax Year
1) Cash		
2) Trade notes and accounts receivable		
▪ (Less allowance for bad debts)		
3) Inventories		
4) US government obligations		
5) Tax-exempt securities		
6) Other current assets (attach schedule)		
7) Loans to shareholders		
8) Mortgage and real estate loans		
9) Other investments (attach schedule)		
10) Buildings and other depreciable assets		
▪ Less accumulated depreciation		
11) Depletable assets		
▪ Less accumulated depletion		
12) Land (net any amortization)		
13) Intangible assets (amortizable only)		
▪ Less accumulated depreciation		
14) Other assets (attach schedule)		
15) Total assets		
Liabilities and Shareholders' Equity	Beginning of Tax Year	End of Tax Year
16) Accounts payable		
17) Mortgages, notes, bonds payable in 1 year		
18) Other current liabilities (attach schedule)		
19) Loans from shareholders		
20) Mortgages, notes, bonds payable in 1 year or more		
21) Other liabilities (attach schedule)		
22) Capital stock		
23) Additional paid-in capital		
24) Retained earnings		
25) Adjustments to shareholders' equity (attach schedule)		
26) Less cost of treasury stock		
27) Total liabilities and shareholders' equity		