



WHAT TO PROVIDE TO US

If a NEW Client, or an Initial Consultation (all that apply):

- Client Questionnaire
- Any documentation regarding client questions
- Depending on the type of consult:
 - Prior year tax return(s)
- DEPRECIATION SCHEDULE for rental properties or if you have a business (You may have to ask your previous accountant for this information)

For ALL Clients:

Personal Income tax return (all that apply):

- All copies of W2
- 1099 forms
- Social security numbers & date of births
- Copies of all K-1's
- Schedule summarizing business or rental income & expenses
- Date and amount of each estimated tax payment
- Itemized deductions
- Prior year tax return (NEW CLIENTS ONLY)
- Closing papers for purchase of new or sale of old residence / any refinancing.
- Moving expenses
- Yearend IRA and 401k statements

Corporate Income tax return, if we do not provide bookkeeping or payroll services for you:

- Profit & Loss Statement (aka - Income Statement)
- Balance Sheet
- Year End Bank Statement - ending bank balance on your bank statement
- Asset Change Report (for the purchase or disposal of assets). I.e. computers, vehicles, office furniture, etc. Assets with values over \$500.
- Payroll Summary Detail (by employee)
- Prior year depreciation schedule (likely with your prior year business return)

Insurance documents:

- If you wish for our insurance affiliate, Unbehagen Insurance and W3, to provide you with an insurance analysis and quotes, please provide us with your insurance 'declarations pages' for our team to review. We will follow up shortly with you. The Unbehagen Insurance affiliation with W3 means you have access to one of the largest independent insurance agencies in Florida – Since 1925!