

DAVID S. BABOIAN, CPA

PROFESSIONAL CORPORATION

4350 Carlisle Pike
Camp Hill, PA 17011
(717) 763-8044 / Fax 763-1111
www.baboiancpa.com

JANUARY CORPORATE TAX APPOINTMENTS

For Corporations, Partnerships, and multi-member LLC's

Dear business client:

Please call today to schedule your January corporate tax appointment.

Availability

Appointments are available Monday-Friday 9am-7pm and Saturday 9am-5pm. We will start a cancellation list when the available January appointment times become full. If we are unable to see you in January, then we can complete the necessary deadline extension paperwork and meet with you after April 15th.

Best time to reach us???

December... 9am-2pm; Monday, Wednesday, Friday

January... 9am-2pm; any weekday

What to bring???

Please go to www.baboiancpa.com to print your Corporate Tax Appointment Packet. Bring the requested info to your appointment. You DO NOT need to bring personal income tax information such as your W-2, charitable contributions, home mortgage information, yes/no questionnaire, etc.

\$100 down payment

This is due at the time of your corporate appointment. The balance is due at the time of pickup. However, this does not apply to new clients that have already paid a retainer earlier this year.

Sincerely,
David S. Baboian, CPA

DAVID S. BABOIAN, CPA
CORPORATE TAX APPOINTMENT CHECKLIST
of items to bring

- 1) \$100 DOWN PAYMENT payable to David S. Baboian, CPA... if not previously paid.
- 2) Any changes to ADDRESS or TELEPHONE or E-MAIL
- 3) **New for 2011... we need your 1099-K.** This form will be mailed to you by your credit card processing provider if you accepted credit cards from customers or have Paypal customers.... but only if you had more than 200 transactions and a grand total of \$20,000 in 2011 customer charges.
- 4) SALES for 2011
- 5) 2011 EXPENSES totaled by category (or Quickbooks file)
- 6) If applicable... QUICKBOOKS BACKUP file on USB thumb drive.
 - a. Qbooks version: _____ password: _____
 - b. Backup the morning of your appointment and don't use Quickbooks again.
 - c. Please don't ask us to help backup from your laptop during your appointment. DO NOT USE Accountants Review Copy or Portable Company file... just do a "backup".
 - d. Please verify that there is a backup file (qbb extension) on your USB drive. Pull out the drive and then push it back in... your computer will show you what is on your USB drive.
- 7) BUSINESS MILEAGE for each vehicle using the standard mileage method...
Jan - June _____ July - Dec _____
- 8) HEALTH INSURANCE paid for owners and their immediate family
- 9) 2011 SEP PENSION amount desired
- 10) COMPANY W-2's & PAYROLL REPORTS... ignore this request if our firm did your payroll.
 - a. Paychex... need W-2's & green framed "Department Summary" for last 2011 check date.
 - b. Paytime... need W-2's & "Payroll Summary Report" for check dates Jan 1–Dec 31.
 - c. ADP... need W-2's, "End of Quarter YTD" & "Quarterly Tax Summary" for 4th quarter 2011
- 11) HOME OFFICE REPAIRS... to the office or storage area \$ _____
- 12) CORPORATE BANK ACCOUNT balance at 12/31 \$ _____
- 13) SALES TAX PAYABLE at 12/31 (PAYMENT DUE 01/20th)... if you have a sales tax license.
- 14) Any PERSONAL equipment, furniture or tools CONVERTED TO BUSINESS USE during 2011?
- 15) PURCHASE & FINANCING PAPERS for newly financed vehicle & equipment loans/leases.
- 16) BANK LOAN BALANCES at 12/31 and interest expense for entire year.
- 17) CREDIT CARD BALANCES AT 12/31 and interest expense for entire year.. Include only NEW 2011 CREDIT CARD CHARGES in your 2011 expenses.
- 18) #GALLONS UN-DYED FUEL PURCHASED for off-road equipment (**NOT AUTOMOBILES & TRUCKS**) such as generators, backhoes, chainsaws, mowers used in business.
 - a. _____ gallons un-dyed UNLEADED equipment fuel
 - b. _____ gallons un-dyed DIESEL equipment fuel