

# NICHOLSON & ASSOCIATES, P.A.

## CERTIFIED PUBLIC ACCOUNTANTS

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December 1, 2009

### Re: Tax Return Preparation

Dear Sir or Madam;

It is that time of year, again, time to prepare and file your corporate tax return. This is a general list of items that are needed to accurately prepare your return. Some items may apply to your business and others may not. It is our hope that this will help you gather the necessary items and expedite the preparation of your return.

Based on prior year's return these are items we need:

- QuickBooks file (Backup and Accountant's Copy);
- December checking account(s) statement(s) reconciled;
- December savings accounts(s) statement(s);
- List of uncollectible receivables;
- Inventory balance as of December 31<sup>st</sup>;
- Itemized list of new fixed assets purchased (including building improvements, equipment, furniture, and vehicles, etc.);
- Closing documents for any new loans, as well as, vehicles or real estate bought or sold;
- December Sales and Use Tax Return;
- December statement(s) for existing and new loan(s), including line of credit;
- Federal Forms 941 for each quarter of the previously completed tax year;
- State Forms 941 for each quarter of the previously completed tax year;
- Federal Form 940 (Your annual FUTA return);
- Form W-3 and Forms W-2.

If we provide bookkeeping or payroll services for your business, we already have some of these items. If you have any questions regarding these or any other items, please give us a call. We look forward to assisting you with your business this year and advising you about your tax position.

Sincerely,

Nicholson & Associates, P.A.