

# Donald S. Bicking & Associates, PC

Certified Public Accountants

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## **INFORMATION NEEDED TO COMPLETE YOUR 2018 BUSINESS TAX RETURNS**

- If you keep your records on the computer (QuickBooks, etc.), please send us a Backup file or Portable Copy.
  - o If your records are on something other than QuickBooks, please send the Profit & Loss Statement, Balance Sheet, and Transaction Detail Report for Jan 1 – Dec 31, 2018.
- **If you don't use a computer accounting system:**
  - o Bank statements & check stubs/images for 1/1/2018 thru 12/31/2018 for all business accounts.
  - o Credit card statements or a breakdown of expenses paid by credit card OR detailed Annual Stmt.
  - o Expenses for 1/1/2018 thru 12/31/2018.
- Note any personal loans or any monies that were not from sales/services that were deposited into the business bank account.
- Any recent IRS/state/local correspondence.
- Copies of W-2, W-3, 1099 and 1096 forms for the company, including the last page of Payroll Register.
- Interest paid on any business loans and balance at 12/31/2018.
- Year- end statement for any business loan.
- Amount of owner's premium for health insurance paid.
- Fixed asset schedule in the following format:

<u>Description</u>	<u>Date Placed in Service</u>	<u>Cost</u>	<u>Financing Method</u>	<u>Terms of Financing</u>
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- Note any other information you may feel is pertinent.

### **REMINDER: NEW JERSEY Corporate or Partnership Returns Electronic Payment:**

NJ requires all tax payments be made electronically, meaning they ceased accepting paper checks for payments. These payments can be made by you online, or we can pay them through our tax software when we file your tax return. If you would like us to schedule the payments through our tax software, please provide your bank routing and account number with your other tax documents.

We believe other states will soon follow suit, so if you are not a NJ filer but wish to pay your tax bill through our software, please provide your bank routing and account number.

### **Please note the following change in IRS due dates:**

- S-Corp Tax Returns (Form 1120S) and Partnerships Tax Returns (Form 1065) are due MARCH 15<sup>th</sup>
- Corporate Tax Returns (Form 1120) are due APRIL 15<sup>th</sup>
- ❖ Please try and furnish the above information ASAP.
- ❖ If you need an extension, we will file it for you **UPON REQUEST**. Extensions will not be automatically filed.

Sincerely,  
Donald S. Bicking, CPA