

10/2/18

BUSINESS CHECKLIST

Related to the preparation of your business income tax return, please read, sign, and date the attached engagement letter and return it to our office by fax, email or mail. If you have any questions call our office before you sign and date the letter.

Please bring or drop off the following applicable:

- Log your odometer(s) 12/31/18**
- Value your business inventory 12/31/18 using the actual cost you paid**
- 1099 worksheet is due in Main Street's office by 1/11/19.**
- Update your annual business minutes** – On our web site you will find “Shareholder/LLC Member Letter”, which will help you complete this task.

If you have any questions on the above or the attached, please feel free to contact our office at your convenience.