

Business Name \_\_\_\_\_

\*\*Email Address \_\_\_\_\_

Tax Year Ending \_\_\_\_\_

## **YEAR END INCOME TAX DATA FOR BUSINESS ONLY**

Please complete this form and return it to us by \_\_\_\_\_.

The information required on this form is pertinent to the closing of your business books for the year and will have a direct bearing on your income tax return. Be sure that all information is accurate. It is imperative that we have this signed data sheet prior to completing your business income tax return.

If we may be of any assistance to you when preparing this form, please do not hesitate to call on us.

### **COMMENTS OR QUESTIONS**

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**DECLARATION**      **I HAVE REVIEWED THE INFORMATION GIVEN TO YOU ON THIS FORM AND TO THE BEST OF MY KNOWLEDGE IT IS TRUE, CORRECT, AND COMPLETE. I HAVE MAINTAINED THE UNDERLYING RECORDS REQUIRED BY LAW TO SUPPORT THIS INFORMATION AND IT IS READY FOR PREPARATION OF MY BUSINESS TAX RETURN. I AUTHORIZE YOU/YOUR COMPANY TO PREPARE MY BUSINESS RETURN AND RETAIN COPIES OF APPROPRIATE DOCUMENTS.**

**NOTE: PLEASE DO NOT FORGET  
YOUR SIGNATURE AND DATE**



**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

