

LIS, McCALLION, RAYMOR & CO. P.C.

CERTIFIED PUBLIC ACCOUNTANTS

www.lmrpcas.com

November 1, 2020

Dear Business Owners:

Notes for 2020:

- **Due Dates for Partnership (Form 1065) and C Corporation (Form 1120) tax returns:**
 - Partnerships due March 15, 2020 (15th day of the 3rd month)
 - S-Corporations due March 15, 2020 (15th day of the 3rd month)
 - C Corporations due April 15, 2020 (15th day of the 4th month, except fiscal year end June 30)

Balances 12-31-20

Date Inventory counted _____	Cost of Inventory	\$ _____
Cash on Hand and/or in Register at 12/31/20		\$ _____
Checkbook balance (unless we prepare your bank rec)		\$ _____
Accounts Receivable (attach schedule)		\$ _____
Accounts Payable (attach schedule)		\$ _____

LOANS

Person, Bank or Credit Card Name	Amount Owing 12/31/20	Interest Paid in 2020
_____	_____	_____
_____	_____	_____
_____	_____	_____

*******Please send December statements for all banks, business loans and credit cards*******

	Yes	No
Do you have sales or payroll outside of Michigan?		
Do you have sales or payroll in Detroit, Hamtramck, Highland Park, Pontiac, Flint, Lapeer or Toledo?		
Did the ownership of your business change this year?		
Did you use your personal car in the business this year?		
Do you have a business office in your home?		
Did you buy, sell, or trade-in any equipment, autos, furniture, etc. for your business this year?		
Did the business borrow any money from any source this year?		
Did you lend any money to the business personally or put any of your personal funds into the business this year?		
Did the business lend you any money or distribute any funds to you this year?		
Did the business pay for the owner's, owner's family, or employees' health insurance under an ACA compliant plan?		
Did the business receive any correspondence from the IRS or State of MI regarding penalties or tax due this year?		

- **A fee (minimum \$150) will be charged for tax information supplied to LMR within two weeks of the original or extension due dates.**

Email address: _____

Phone Number: _____

The above information is correct, to the best of my knowledge.

Signature: _____ Title _____

Business Name: _____ Date _____