November 22, 2024

Dear Business Owners:

Balances 12-31-24

Date Inventory counted \_\_\_\_\_\_\_\_\_\_\_\_\_ Cost of Inventory $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash on Hand and/or in Register at 12/31/24 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 12/31/24 Interest Paid in 2024

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_