

ANGEL & COOK, LLC
BUSINESS TAX INFORMATION WORKSHEET
2020

In order to prepare your annual tax return we will need the following information from you.
Additional information related to the CARES Act and related tax credits and benefits will be needed as well.

Client: _____ **Period:** _____

CARES Act related items:

- All 4 quarters Forms 941 for 2020 (unless Angel & Cook, LLC prepares these for your business).
- A copy of your PPP loan document (if received).
Please ask your banker for, and obtain the related SBA-assigned PPP loan number, which is different from the bank loan number.
- All 12 months bank statements for 2020 and January of 2021.
- If you received an EIDL or Kansas SPARK loan or grant we need to know the amount, the date and the related loan number.
- We may need copies of existing leases, loans, or utility services but please talk with us first.
- As a result of COVID please provide the percentage of sales made via the internet.

Special File Update Information:

- Has there been a change in ownership this year? If so please provide new owner identification information, dates and percentages.
- Have you opened or closed any locations this year-please provide address information.
- Please provide us with updated information with you and other officers email addresses and cell phone numbers.

Normal Year End Information Needed for 2020:

- Copies of any new bank loans obtained during the year.
- Copies of any new leases signed during the year.
- List by date, amount and individual of any new investments made into the company this year by the owners.
- Copies of any federal or state tax correspondence received during the year.
- Copies of any equipment purchase invoices over \$500.
- Loan payoffs, by loan number, of all business loans at December 31.
- Copies of your year-end bank reconciliation(s) and bank statements.
- 12/31/2020 Year End Balances of (enter totals here and attach documentation):
 - Accounts Receivable \$ _____
 - Cost of Inventory on Hand \$ _____
 - Accounts Payable \$ _____
 - Unpaid 941 Deposit for December \$ _____
 - Unpaid State(s) Withholding deposits for December \$ _____
 - Unpaid Sales Tax for December \$ _____
 - Unpaid wages earned through 12/31/20 \$ _____
- Year-end summary of business activity back up (Accounting software back-up, trial balance, etc.)
- All Forms 1099-K received

The amounts included above and attached represent my company's amounts as requested.

Signature _____

Date _____

Title _____

Comments/Questions:

Lined area for comments/questions.