



# Memo

**To:** Taxpayers  
**From:** Payan & Payan CPAs  
**Re:** Items needed to prepare a business tax return.

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The following memo is a brief outline of the basic items needed for Payan & Payan, CPAs to file a business tax return. For additional information related to a specific matter we strongly suggest you contact our offices and speak with one of our Certified Public Accountants (CPAs). Our contact information is as follows:

Payan & Payan CPAs, LLC  
7936 West Sahara Avenue  
Las Vegas, NV 89117  
Office: (702) 233-9526  
Fax: (702) 255-3622  
Website: [www.p2cpa.com](http://www.p2cpa.com)

## **First Year Information**

- We will require some general information such as:
  - A. Prior Tax Return (including depreciation schedules)
  - B. Entity Formation Documents
  - C. Description of Business Activities
  - D. Contact Information
  - E. Ownership Details:
    - a. Full Names, Addresses of Each Owner
    - b. Tax ID Numbers (SSN, EIN, ITIN)
    - c. Ownership Percentages

- **General Income Information**
- Financial Statements or Equivalent
  - A. Profit & Loss & Balance Sheet
  - B. [Quickbook Accountant's Copy](#) with username & password
  - C. Excel Format or Equivalent
- Detail of any assets sold or purchased during the year
- Detail of any cash contributed into the business or distributions taken out of the business