

From: **CNG-Admin Concepts** Date:

To: CNG Clients

Tax Year: 2012

Information Document Request

Please provide me with the following document items, if applicable:

CLIENT QUESTIONNAIRE DOCUMENT

Client Questionnaire Attached, please complete and return. X

IDENTIFICATION INFORMATION

Social Security Cards

Taxpayer X
Spouse X
Dependents (All) X

Driver License STATE/DLN ISSUED EXPIRE
Taxpayer _____ X
Spouse _____ X
Other, Specify _____

TAX RETURN DOCUMENTS Tax year(s): 2011

Individual (Forms 1040 & 540 Incl attchmts) X
Partnership (Form 1065 & 565 Incl attchmts) X
S-Corp (Forms 1120S & 100S Incl attchmts) X
C-Corp (Forms 1120 & 100 Incl attchmts) X
Trust (Forms 1041 & 541 Incl attchmts) X
Nonprofit (Forms 990, 199 & RFF-1 Incl attchmts) X
Retirement Plan (Form 5500) X
Gift Tax Return (Form 709) X
Estate Tax Return (Form 706) X
Employment Tax Returns:
Form W-2 X
Form W-3 X
Form 940 X
Form 941 Q1,Q2,Q3,Q4 X
Form DE 9C X
Form DE 9 Q1,Q2,Q3,Q4 X
Excise Tax Returns X
Other, Specify _____

FINANCIAL STATEMENTS

Personal Business
Financial statements
Balance Sheet _____ X X
Income Statement X X X
Budgets _____

Business Balance Sheet Information if no balance sheet is available: X

	Beg Bal as of Jan 1	End Bal as of Dec 31
Assets:		
Cash in bank	_____	_____
Accounts Receivable	_____	_____
Inventory	_____	_____
Notes Recei fr Owners	_____	_____
Other, Specify in attachmt	_____	_____
Liabilities:		
Accounts Payable	_____	_____
Notes Payable	_____	_____
Business Loans	_____	_____
Vehicle Loans	_____	_____
Loans from Owners	_____	_____
Other, Specify in attmt	_____	_____

INCOME DOCUMENTS RECEIVED FOR CURRENT TAX YEAR

W-2 form(s) (Employment Income)	<u> X </u>
1099 Forms	
1099A (Abandonment of Property)	<u> X </u>
1099B (Proceeds from sales of Stocks, Bonds, Etc.)	<u> X </u>
1099C (Debt Cancellation Income)	<u> X </u>
1099Div (Dividend Income)	<u> X </u>
1099G (Unemployment, Gambling, Lottery, State Refund, Etc.)	<u> X </u>
1099Int (Interest Income)	<u> X </u>
1099Misc (Freelance/Self-employment Income & Gross Rents)	<u> X </u>
1099R (Retirement, Pension, Annuities, IRA Distributions)	<u> X </u>
SSA 1099 (Social Security Benefits)	<u> X </u>
Schedule K-1s from:	
Partnership	<u> X </u>
S-Corp	<u> X </u>
Trust	<u> X </u>
Other Income items (Ex.:Jury, Scholarships)	<u> X </u>

REAL ESTATE DOCUMENTS

Mortgage Interest Stmt (Form 1098)	_____	X
Real Estate Property Tax Bill Statement	_____	X
Final Settlement Stmt for Purchase	_____	X
Final Settlement Stmt for Sale	_____	X
Final Settlement Stmt for All Refinances Since Acquisition	_____	X
Grant Deed (Title of Ownership)	_____	X
Trust Deed (RE Security Agreement)	_____	X
Promissory Note	_____	X
Real Estate Purchase Agreement	_____	X
Real Estate Appraisal Report	_____	X
Real Estate Loan Application (Form 1003)	_____	X
Moving Expense Statement	_____	X
Lease Agreement	_____	X
Floor Plan	_____	X
Utility Receipts	_____	X
Maintenance Receipts	_____	X
Repair Receipts	_____	X
Additional Improvement Receipts	_____	X
Insurance Policy See Insurance Below	_____	X
HOA Receipts	_____	X
Other, Specify _____	_____	X

STUDENT DOCUMENTS

	TP/SP	Dependent
Form 1098-E (Student Loan Interest Paid)	_____	_____
Form 1098-T (Higher Education Expenses)	_____	_____
Other	_____	_____

CHARITABLE DOCUMENTS

Letter from charity for cash donations	_____	X
Receipt from charity for non cash (clothes, etc) donations	_____	X

EMPLOYEE BUSINESS EXPENSE DOCUMENTS

Nonreimbursed volunteer-work expenses	_____
Nonreimbursed employee business entertmt/travel expenses	_____
Job-hunting expenses	_____
Child-care expenses receipts, cancelled checks, and Statement from child care provider including CCP's Name, address, phone number, and Taxpayer Identification Number	_____X_____
Adoption Expense Receipts	_____
Nonreimbursed medical expenses/Medical Savings Account	_____
Tax preparation fees(acctnt, tax sw, pubs, & electron File Fees)	_____X_____
Other	_____

INVESTMENT DOCUMENTS

Retirement Contributions

IRA, Keogh, Other Statement

 X

401K Plan Statement

 X

Profit Sharing Plan Statement

 X

Other

Brokerage and mutual fund statements

 X

Prospectuses for limited partnership units owned

 X

INSURANCE DOCUMENTS

Life Insurance Policy

 X

Homeowner's Insurance Policy

 X

Health Insurance Policy

 X

Vehicle Insurance Policy

 X

Other, Specify _____

 X

FAMILY DOCUMENTS

Separation Decree

 X

Divorce Decree

 X

Nuptial Agreements

 X

Child Custodial Agreement

 X

Other

BANKRUPTCY DOCUMENTS

Bankruptcy Petition

 X

Discharge Notice

 X

Other, Specify _____

BUSINESS ORGANIZATIONAL DOCUMENTS

For a Corporation

Articles of Incorporation	<u> X </u>
List of Officers	<u> X </u>
Bylaws	<u> X </u>
Stock Certificate	<u> X </u>
Minutes	<u> X </u>
S-Corp Acceptance Letter	<u> X </u>
Federal Employer Id No.(Form SS-4)	<u> X </u>
State Employer Id No. (Form DE-1)	<u> X </u>
Other, Specify_____	<u> X </u>

For a Limited Liability Companies

Articles of Organization	<u> X </u>
Operating Agreement	<u> X </u>
List of Managing Members	<u> X </u>
Federal Employer Id No.(Form SS-4)	<u> X </u>
State Employer Id No. (Form DE-1)	<u> X </u>

For Limited Partnerships

Articles of Organization	<u> X </u>
Limited Partnership Agreement	<u> X </u>
Federal Employer Id No.(Form SS-4)	<u> X </u>
State Employer Id No. (Form DE-1)	<u> X </u>
Other, Specify_____	<u> X </u>

For General Partnerships

Fictitious Business Name Statement	<u> X </u>
Proof of Publishing	<u> X </u>
General Partnership Agreement	<u> X </u>
Federal Employer Id No.(Form SS-4)	<u> X </u>
State Employer Id No. (Form DE-1)	<u> X </u>
Other, Specify_____	<u> X </u>

For Trusts

Trust Indenture	<u> </u>
Federal Employer Id No.(Form SS-4)	<u> </u>

BUSINESS OPERATIONAL DOCUMENTS

If you want CNG to organize your business source documents please provide the following source documents:

Bank Statements	<u> X </u>
Credit Card Statements	<u> X </u>
Canceled Checks	<u> X </u>
Check Carbons	<u> X </u>
Receipts	
Advertising	<u> X </u>
Accounting	<u> X </u>
Bank Charges	<u> X </u>
Cleaning and Laundry	<u> X </u>
Commission	<u> X </u>
Delivery Charges	<u> X </u>
Dues and Subscriptions	<u> X </u>
Equipment Rental	<u> X </u>
Freight	<u> X </u>
Fuel	<u> X </u>
Insurance	<u> X </u>
Janitorial	<u> X </u>
Leases	<u> X </u>
Legal and Professional	<u> X </u>
License and Permits	<u> X </u>
Meals & Entertainment at 50%	
Travel Status	<u> X </u>
Nontravel Status	<u> X </u>
Meals at 100%	<u> X </u>
Office Exp	<u> X </u>
Outside Services	<u> X </u>
Parking	<u> X </u>
Postage	<u> X </u>
Storage	<u> X </u>
Supplies	<u> X </u>
Telephone	<u> X </u>
Tools	<u> X </u>
Travel	
Transportation	
Airlines Fares	<u> X </u>
Train Fare	<u> X </u>
Cruiseship Fare	<u> X </u>
Shuttle Fare & Tip	<u> X </u>
Taxi Fare & Tip	<u> X </u>
Rental Car	
Rental	<u> X </u>
Rental Car Gas	<u> X </u>
Rental Car Insurance	<u> X </u>
Rental GPS	<u> X </u>
Auto	<u> X </u>
Parking at Airport	<u> X </u>
Other	<u> X </u>
Lodging	<u> X </u>
Cleaners	<u> X </u>

Tips	<u> X </u>
Phone	<u> X </u>
Other	<u> X </u>
Uniforms	<u> X </u>
Utilities	<u> X </u>
Other	<u> X </u>

Contracts	<u> X </u>
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Logs:

Guest Log	<u> X </u>
Travel Log	<u> X </u>
Equipment Use Log	<u> X </u>
Computer Use Log	<u> X </u>
Inventory Log	<u> X </u>
Facility Use Log	<u> X </u>
Gift Log	<u> X </u>
Other, Specify _____	<u> X </u>

AUTO DOCUMENTS

Auto Bill of Sale	<u> X </u>
Auto Pink Slip (Ownership Certificate)	<u> X </u>
Auto Lease Agreement	<u> X </u>
Auto Financing Agreement	<u> X </u>
Auto Mileage Log	<u> X </u>
Auto Expense List	<u> X </u>
Auto Interest Statement	<u> X </u>
Auto Insurance Statement	<u> X </u>
Auto Registration	<u> X </u>
Auto Repair Receipts	<u> X </u>
Auto Gas Receipts	<u> X </u>
Auto Worksheet	<u> X </u>
Other	<u> </u>

WORKSHEETS

Auto Worksheet	<u> X </u>
Home Office Worksheet	<u> X </u>
Travel Worksheet	<u> X </u>
Wages to Children Worksheet	<u> X </u>
Fringe Benefit Worksheet	<u> X </u>
Medical Expense Worksheet	<u> X </u>
Support Worksheet	<u> X </u>
Other Worksheet, Specify _____	<u> X </u>

BILL OF SALE FOR PURCHASES

Vehicle

Passenger

Regular

Hybrid

Electric

Truck/SUV

GVW 6000 lbs and over

GVW under 6000 lbs

Other

 X
 X
 X

 X
 X
 X

Equipment

Computer

Furniture

Improvements to Prin Residence

Window

Roof

Solar Panels

Doors

Other

 X
 X
 X

 X
 X
 X
 X
 X

E-FILE AUTHORIZATION DOCUMENTS

Please **READ**, sign, date and either mail, fax or email back to us.

	Federal	State	
Individual			
If No Prep Fee fr Refund	Form 8879	Form 8453	___X___
If tax preparation fee is paid from refund:			
	SBT Application Pg 3		___X___
	SBT RT Disclosure		___X___
	SBT Fee WS (Initial)		___X___
	RT Occ Disclosure		___X___
Partnership	Form 8879-PE	Form 8456-P	___X___
S-Corp	Form 8879-S	Form 8453-C	___X___
C-Corp	Form 8879-C	Form 8453-C	___X___
Other Forms			___X___