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January 2018

Dear Client:

As we once again approach our busiest time of the year, we would like to take this time to remind you that your Partnership, Limited Liability Company, or Corporation 2017 Income Tax Returns will soon be due. In most cases, these returns should be completed before we can complete your personal returns.

Please complete the enclosed organizer for your business if you do not have a Computerized Profit & Loss Statement.

Very shortly, our office will be inundated with appointments for Individual Income Tax Returns. In order to serve you better, we have set aside special appointment times and extended our hours for those of you with businesses whose **fiscal year ends between October 31 and December 31.** Contacting us now assures you that we will have ample time to communicate with you, and provide you with the best service and accuracy. Most importantly, an early appointment will allow us time to determine the lowest tax liability that the new laws provide. You should also keep in mind that sales tax returns, payroll tax returns, and W-2's and 1099's are due by January 31, 2018.

With this in mind, it is important that you have an appointment to prepare your 2017 business tax returns before January 31, 2018. We have extended our hours for your convenience, so please call us as soon as possible to make an appointment.

We want to thank you again for choosing Robert Hall & Associates to prepare your returns, and hope you call us soon so that we can complete your Partnership or Corporation return before January 31, 2018.

Sincerely,

Robert W. Hall, EA

Stephen Hall, EA

Robert Wm. Hall, EA

P.S. Let us know if we can help you. There have been many changes to the tax laws, so call, fax or email us immediately if you have any questions.

Client's Name:	
Business Name:	2017
FEIN:	

STATEMENT C Corporate Organizer

Business Address:	Business Activity (including Product or Service)								
City, State, Zip	Accounting Method: Cash Accrual Other								
Fiscal year: From: To:	Inventory Method: Cost Lower C/M Other								
Gross Receipts/Total Income	Legal & Professional Fees								
Returns & Allowances	Licenses & Permits								
Beginning Inventory	Meals & Entertainment								
Purchases	Office Expense								
Cost of Items for Personal Use	Outside Services								
Cost of Labor	Parking & Tolls								
Materials & Supplies	Pension & Profit Sharing Plans								
Other Costs	Postage								
Ending Inventory	Printing								
Accounting	Refuse Disposal								
Advertising	Rent - Machinery / Equipment								
Amortization (Bring Schedule)	Rent - Other Business Property								
Answering Service	Repairs								
Bad Debt	Security & Safety								
Bank Service Charge	Storage								
Car & Truck Expenses	Supplies								
Collection Expense	Taxes - Business								
Commissions	Taxes - Payroll								
Delivery / Freight	Taxes - Property								
Depreciation (Bring Schedule)	Taxes - Other								
Dues / Publications	Telephone								
Education Expense	Theft / Casualty								
Employee Benefit Programs	Tools								
Gifts	Travel - Airfare								
Guaranteed Payments	Travel - Loeging								
Insurance - Auto	Travel - Meals								
Insurance - Other	Travel - Other								
Interest - Auto	Uniforms								
Interest - Mortgage	Utilities								
Interest - Other	Wages & Salaries								
Janitorial Service	Other (Please List):								
Launery & Cleaning									
Lease - Equipment									
Lease - Auto									

	Name	Address		Soc	ial Secur r FEI	rity # IN	% Owned	
A								
В								
С								
D								
	ther Information - Please Identify		A	В		С		D
Amoun	t of Compensation							
Loans r	nade to Corp							
Loan Re	epayment by Shareholder							
Ye	ear End Bank Account Balance: \$							
	Auto / Truck	Expense	Informa	tio	x /////			
/////				Vehicle No. 1		//////////////////////////////////////	Vehicle No. 2	
	placed in service	ced in service						
Make								
Make Purch	nase Price					, ,		
Make Purch Total	nase Price miles driven during the year							
Make Purch Total	nase Price miles driven during the year less miles driven during the year	lotes & Comn	nents					
Make Purch Total	nase Price miles driven during the year less miles driven during the year	lotes & Comn	nents					