

Accounting Materials Request

As a reminder please send us ALL of the following + deposit, as soon as the month is over.

This will help us process your monthly bookkeeping and personal taxes quickly.

Materials Requested:

- (1) current-year Bank Statement(s) & check register (all months / all accounts);
- (2) current-year Credit Card Statement(s) & receipts (all months / all accounts);
- (3) current-year Payroll Quarterly Reports (941s, TWC);
- (4) previous-year Payroll Reports (940, 941s, W-2s, W-3s, 1096s, 1099s, TWC)

Important Documents Requested:

- (1) Business Formation Documents;
- (2) Previous-Year Business Tax Return Filed (Schedule L & Depreciation Schedule);
- (3) From IRS letter: Form SS-4 with your EIN;
- (4) From Comptroller letter: Sales Tax WebFile Number beginning with "RT";
- (5) From Comptroller letter: Franchise Tax WebFile Number beginning with "XT";
- (6) From EFTPS letter: PIN access code.

*Note: Above letters/notices are only accessible/mailed to the business owner.

Digital Logins Requested:

- (1) Bank(s) online username & password;
- (2) Credit card(s) online username & password;
- (3) Comptroller online username & password;
- (4) EFTPS online username & password;
- (5) QuickBooks (QB) online username & password;
- (6) QB desktop version (back-up or accountants copy) username & password;
- (7) Texas Workforce Commission (TWC) online username & password.

Material Delivery Options:

- (1) scan/e-mail to: **acctg@debrabachledacpa.com**
- (2) hand-deliver to: office address below;
- (3) post office mail to: address below;
- (4) fax to: 210-681-3402;
- (5) invite: with logins for digital/online file access.

Deposit Payment Options:

- (1) call-in credit card to: 210-681-8283 (leave on file);
- (2) hand-deliver cash/check to: office address below;
- (3) post office mail check/money order to: address below;
- (4) include payment with your materials each month.

We may request additional information, per deadlines, and contact you. If you have any questions or concerns, please feel free to contact us at your convenience, or schedule an appointment to visit us.