



ROBERT CALZINI

CERTIFIED PUBLIC ACCOUNTANT

439 Lancaster Street
Leominster, MA 01453
978.534.1711
www.bcalcpa.com

Robert Calzini CPA, LLC

Business Information Request List

1. Accountants copy of QuickBooks with a dividing date of December 31, 2024, or a comparative balance sheet at year-end and a comparative Profit and Loss at year-end.
2. Copies of bank reconciliations for all cash accounts for December 2024
3. Copy of accounts receivable report as of year-end if any
4. Copies of invoices for all additions to fixed assets
5. Copy of accounts payable report as of year-end if any
6. Year end statements and/or amortization schedules for all loans or notes payable
7. Copies of quarterly and year end payroll tax returns
8. Listing of shareholder distributions
9. Copies of all federal and state tax payments