

NBS 210 N Central Ave. # 100 Glendale, Ca 91203 818 243-1977 fax 213 984-2653 Email nbsandco@aol.com MISSING INFO. TO BRING FOR YOUR APPOINTMENT  
 COMPANY: NAME YEAR 200 DATE / / 2000

PHONE ( )

BUSINESS STAR-UP www.bizlic.com	BOOKKEEPING www.8182431977.com	BUSINESS LICENSE RENEWAL www.8182431977.com	OUTSIDE SERVICE 1099 www.8182431977.com	SALES TAX www.8182431977.com	INCOME TAX 1040 www.8182431977.com	CORRESPONDANCE www.8182431977.com	PAYROLL TAX www.3cpayroll.com
1.3 BUSINESS NAMES 2. BUS PROFESSION 3. ENTITY 4. TYP 5. CITY	ALL BANK STAT. WITH DESCRIBING DEPOSITS (EXAMPLE REBATE, PERSONAL LOANS) WRITE WITH PENCIL	PROVIDE US SALES TAX YOU HAVE SUBMITTED TO STATE BOARD OF EQUALIZATION ALL BANK STAT. DESCRIPTION OF DEPOSITS WRITE WITH PENCIL EXAMPLE INCOME OR PERSONAL LOAN FROM THE OWNER, REBATE ETC.	ALL COMPLETED W-9, 19, BUS. LIC. INDEPENDENT CONT. AGREEMENT EVEN IF THEY ARE CORPORATION OR LESS THAN \$600, DE54 ON THE CLIENT COMPANY LETTERHEAD	TYPE OF SALES TAX QT., QTP, CY, FY CALL OUR OFFICE FOR THE FORM OR DOWNLOADED AT www.8182431977.com Free forms than sales tax BANK STATEMENT DESCRIBING DEPOSITS	<b>ALL INCOME ?</b> W-2'S 1099'S 1099 BANK INTEREST, LOTTERY SOC. SEC, K-1'S FORM PARTN, S CORP, UNEMPL, STOCK BOND SOLD	FAX, EMAIL, MAIL OR DROP OFF THE NOTICE ASAP WE KEEP COPY ONLY	EACH INDIV. EMPLOYEE W-4, 1-9, DE-4, DE34
WE WILL PROVIDE YOU WITH + - VERBAL & WRITTEN FOR ENTITY, TYPES, CITY.	ALL CHECK STUBS WITH DESCRIPTION TYPE OF EXPENSES EXAMPLE INSURANCE WHAT TYPE.? CREDIT CARD % OF TYPE OF BUS & % OF PERSONAL	ALL INVOICES FOR YEAR SEPERATED LABOR, RETAIL OUT OF LA STATE, LOTTERY, SMOG	AMOUNT PAID TO INDEPENDENT CONTRACTOR ON W-9 IF WE DO NOT DO YOUR BOOKKEEPING	ALL CHECKS PURCHASES SPECIFY TAXABLE AND NON TAXABLE	<b>EXPENSES?</b> 1098 MORTGAGE & REFY, INTEREST FORM 1,2 DMV REGIS, YOUR PROPERTY TAX, DONATIONS, TAX PREP FEES	LET US CAREFULLY AND COMPLETELY REVIEW THE REQUEST &	EACH INDIV. EMPLOYEE SUMMARY REPORT
BUSINESS ADDRESS PHONE, FAX, EMAIL COPY OF SS OR EIN LANDLORD INFO. SUPPLIER INFO. REFERENCE INFO.	ALL INVOICES PAID BY CHECKS STAPLED SINCE WE ENTER CHECKS IN SEQUENCE	CHECK MADE OUT TO CITY OF LA IF NEEDED CHECK FOR OUR COMPANY	PROVIDE CANCEL CHECKS WRITTEN TO INDEPENDENT CONTRACTOR	ALL INVOICES IF ANY FOR THE PERION WE ARE REPORTING	<b>HAVE BUSINESS?</b> ATTACH SEE INCOME & EXPENSE SUMMARY SHEET	WE WILL NOTIFY YOU THE REASON OF THE NOTICE	CHEK PAID TO UST. & EDD OR THE QT. PAYROLL TAXES
WE WILL TELL YOU ALL THE LICENSES YOU NEED	ALL INVOICES PAID BY CASH STAPLED & CATEGORIZED FOR QUICK DATA ENTRY	GREEN & WHITE RENEWAL FORM TO CONFIRM TO ACCOUNT NUMBER	KEEP FOR YOUR FILES BUS. CARDS, INVOICES, INDEPENDENT CONTRACTOR AGREE	ALL CAHS REGISTER Z'S IF ANY WITH TAXABLE AND NON TAXABLE TOTAL AMOUNTS	<b>RENTAL PROPERTY?</b> ATTACHE SEE INCOME & EXPENSE SUMMARY SHEET	AND HOW TO SOLVE THE PROBLEM ASAP.	CHECK PAID TO OUR COMPANY
COSTS HOW LONG TO COMPLETE	ALL CASH RESITER Z'S DESCRIBING EACH DEPT. TAXABLE N/T	<b>CAN NOT FIND THE INFO.?</b> 1. GO TO CITY AND THEY WILL PROVIDE YOU 2. WE CAN DO 4 A FEE	<b>CAN NOT FIND THE INFO.?</b> 1. CALL IRS AND THEY WILL PROVIDE YOU 2. WE CAN DO 4 A FEE	CHECK MADE OUT TO BOE WE WILL NOTIFY YOU FOR \$	<b>UNRE EMPLOYEE?</b> ATTACH SEE LIST <b>DRIVER LICENSE</b> TAXPAYER & SPOUSE	PREPAYMENT ACCOUNT PAID FOR 941	PREPAYMENT ACCOUNT PAID FOR 941
OUR & GOV. CHECK A WITH ALL CORRESPONDANCE				ALL CHECKS PREPAID AMOUNTS PAID TO BOE FOR THE PERIOD	<b>HEALTH CARE ?</b> NO INSURANC OR 1095A? 1095B? 1095C?		940 AND EDD IF ANY TO CREDIT THE ACCT.
				<b>CAN NOT FIND THE INFO.?</b> 1. GO TO BOE AND THEY WILL PROVIDE YOU 2. WE CAN DO 4 FEE	<b>CANT FIND INFO.?</b> 1. GO /CALL IRS THEY WILL PROVIDE YOU 2. WE CAN DO 4 A FEE <b>VOID CHECK</b> FOR BANKING		<b>CAN NOT FIND THE INFO.?</b> 1. GO/CALL IRS TO THEY WILL PROVIDE YOU 2. WE CAN DO 4 FEE

WE NEED ABOVE MISSING INFORMATION ASAP TO PREPARE THE FORMS ACCURATLY & TIMLEY TO AVOID ADDITIONAL INTEREST & PENALTIES MAY BE APPLIED FROM ALL GOVERNMENTAL AGENCIES.