

Berardi

Accounting Group

Dear Valued Client:

Thank you for your continued confidence in the Berardi Accounting Group. Please note that year-end payroll reports, including W2s and 1099s are coming due. Listed below is the pertinent information needed to prepare your business's payroll reports and financial statements, if applicable. Most importantly, payroll reports must be *postmarked* by **January 31st** to avoid penalties.

Listed below are several items which we *may* need as soon as possible:

- New Employees Names, Social Security Numbers and Addresses.
- New Sub-Contractors Names, Social Security Numbers and Addresses.
- Payroll and Payroll Deposit Information.
- Bank Statements through December 31st.
- Check Stubs or Checkbook Ledger.
- Credit Card Statements.
- Deposit Information.
- Cash Receipts.
- New Asset Purchase Information.
- Any and All Mail sent by taxing agencies.

Also, please let us know if we need to update your contact information such as address, phone, fax, email or cell number change. our records.

This quarter's deadline approaches quickly, so please call, email, fax or just drop by during regular business hours with your information. We look forward to hearing from you soon and extend our best wishes for a prosperous New Year.

Sincerely,

Richard Berardi, E.A.