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GENERAL LEDGER QUESTIONNAIRE

INSTRUCTIONS: If the answer to any question below is YES, please provide the additional items asked for. Based on your prior year return, we may have already circled many items.

1. Y N Any **noncash exchanges (or "BX" transactions)**. List them.
 2. Y N Any **new Notes or Loans Receivable?** Attach copies of them.
 3. Y N Did you **buy or sell any securities (stocks, bonds, etc.)?** If so, attach copies of transaction confirmations.
 4. Y N Did you purchase any **new assets?** If yes, attach receipts.
 5. Y N Did you **sell, have stolen, have destroyed or abandon any assets?** Explain.
 6. Y N Any **new leases** signed? (Equipment or space). Attach copies
 7. Y N Any **new rent, utility, etc. deposits made?** Explain.
 8. Y N Any rent/utility **deposit refunded or forfeited?** Explain.
 9. Y N Any **new loans received?** Attach copy of loan document.
 10. Y N Any other **non-checkbook** transactions, such as expense accounts
 11. Y N Any changes to the corporation's **capital structure**, such as: new Shareholders, old shareholders or stock transfers?
 12. Y N Did you **open or close any bank accounts?** Explain.
 13. Y N If you were **audited by any tax agency** and we did not represent you, please provide a copy of the final audit papers.
 14. Y N If you had a **bookkeeper or bookkeeping or payroll service**, please provide their name and telephone number.
 15. Y N Did you do business in **another state?** If so, please provide any corporate income tax forms sent to you by that state.
 16. Y N Were any **stock dividends paid or received?** Provide details.
 17. Y N Did you make any **corporate estimated tax payments**. List.
 18. Y N Did the corporation make or receive **shareholder loans?** List.
 19. Y N Did the corporation have any **foreign income or shareholders?**
- NOTE: Questions 20-23 are for businesses that sell goods and report sales tax.**
20. Y N Any **bad debt writeoffs** during this period? List them.
 21. Y N Any vendors give you **discounts** or debt forgiveness? Explain.
 22. Y N Any **prepaid expenses?** Attach copies of invoices & explain.
 23. Y N Please provide copies of your **ending inventory, ending Accounts Receivable and ending Accounts Payable.**