



SUBCONTACTOR CLIENT ORGANIZER

Purchase a file folder. Gather the following materials and place them in the file for TaxHelp!

- 1) Bank Statements from the last 12 months:
- 2) Check Register for last 12 months:
- 3) Credit Card Statements for last 12 months:
- 4) SS4 form or EIN confirmation from IRS:
- 5) Business Registration in Colorado:
- 6) Trademark or Trade name Registration:
- 7) State, municipal or County licenses:
- 8) Prior 3 years tax returns:

Call Linda Hopkins and bring these documents. Thanks!