

Date: [Insert Date]

To: [Recipient Name/Accounting Department]

Subject: Detailed Requirement for Complete Business Tax Schedules - Fiscal Year [Insert Year]

Dear [Name],

In preparation for the upcoming tax filing deadline, please provide the following detailed tax schedules and supporting documentation for [Company Name]. To ensure accuracy and compliance, please include the following items:

- **Income and Revenue:** Gross receipts, sales journals, and documentation for any non-operating income or investment gains.
- **Cost of Goods Sold (COGS):** Opening inventory records, inventory purchase logs, labor costs, and year-end physical inventory counts.
- **Fixed Asset Schedule:** A complete list of assets purchased or sold during the year, including acquisition dates, costs, and depreciation methods used.
- **Expense Categories:** Itemized breakdowns for:
 - Rent and Utilities
 - Salaries, Wages, and Contractor Payments (Forms 1099/W-2)
 - Travel, Meals, and Entertainment (including business purpose)
 - Marketing and Advertising expenses
 - Insurance and Professional Fees
- **Interest and Debt:** Loan amortization schedules and statements showing total interest paid during the fiscal year.
- **Taxes Paid:** Records of estimated quarterly tax payments, payroll taxes, and any state or local taxes paid.
- **Balance Sheet Items:** Year-end bank reconciliations, accounts receivable aging, and accounts payable listings.

Please provide these schedules in [Excel/PDF/Digital Portal] format by [Insert Deadline Date].

If you require clarification on any of these requirements, please contact me directly at [Insert Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]