

September 9, 2015

Attn:

Dear _____,

This letter is to inform you that we have engaged a new CPA firm for accounting, tax and consulting services. As such, we will no longer be requiring the services of your firm for the following personal and business entities:

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Our new accountant has asked us to provide them with copies (either hard or electronic) of the following documents/information with respect to our personal and business tax returns:

1. The last 3 year's Income tax returns: both business and personal
(or the last 3 years completed returns)
2. Please provide the last 3 year's data for the following accounting/financial information:
 - General Ledgers
 - Monthly Balance sheets and Income Statements
 - Monthly bank reconciliation
 - Monthly payroll journals
 - Monthly sales journals
 - Monthly cash disbursement journal
 - Fixed asset listing and depreciation schedules
 - Forms W3 and W2's filed
 - Forms 1096 and 1099's filed
 - Quarterly payroll tax turns (form 941, 940, DE9, DE9C and, if applicable form 944)
 - Quarterly sales tax returns filed & Supporting documents and schedules use to prepare the returns
 - Most recent statement of information reported
3. Please provide the following additional information requested:
 - Copies of any correspondence with: IRS, EDD, BOE, and other regulatory agencies
 - For federal tax deposits: EFTPS PIN number and password
 - For EDD tax deposits: EFT number and security code

- For sales tax deposits: Sellers permit number and Express log-in code
 - 2014 SUI Rate
 - W-4 forms and copies of social security cards for all current employees
4. Please provide the following permanent file documents:
- Articles of incorporation
 - Bylaws
 - Stock Certificates
 - Copies of the most recent IRS, EDD, State Board, and Worker's compensation audit examination reports

If you have any questions, please do not hesitate to call me at

Thank you for your help in facilitating this transition.

Sincerely,