**Triangle Accounting**

**三角会计师事务所**

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**请您尽量在\_\_\_月\_\_\_\_日之前将以下表格填好，寄回我公司，帮您申报\_\_\_\_\_\_\_年的年结税，谢谢**

Triangle Accounting, Inc does not disclose any nonpublic personal information about you to anyone, except as permitted by law.

除非法律允许，三角会计师事务所不会透露任何关于您或您公司的非公开信息给任何第三方。

We need to have following information to file your company year-end tax.

我们需要以下资料来申报贵公司的年底税（包括家庭店，LLC，S公司，C公司）

**Company Name 公司名：**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tax Period 公司年结税结算期间：**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Bank Statements of 12 months 12个月之内的银行存款资料（全年银行月结单）.

2. Cash at the beginning of the year年初银行存款额 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Cash at the end of year 年底银行存款额$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. Gross Receipts or sales for the entire year全年毛收入（销售额）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. Commissions Received 提成额（仅限于做房地产客户）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. Purchasing进货量（全年进货金额）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

7. Amount of Return or bad credits退货金额或未收回款项 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. Inventory at beginning of the year年初货存价值 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

9. End of year inventory年底货存价值$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

10. Other income other than regular business income其他收入$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

11. Compensation of officers公司老板工资$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

12. Salaries and Wages员工薪金和工资$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

13. Repair and maintenance维修和保养费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

14. Rents租金$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

15. Accounting/Tax preparation 会计报税开销$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

16. Bank Charges 银行服务费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

17. Car & Truck Expenses 汽车/卡车开销(汽油费和维修费) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

18. Computer Services & Supplies 电脑费用$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

19. Continuing & Professional Education 培训费用$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

20. Delivery & Freight 运输费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

21. Discounts Paid 打折费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

22. Employee Benefits（excluding retirement plans）职工福利(不含退休金) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

23. Insurance for the business (general liability insurance, worker's compensation, hazard insurance,

health insurance for Officers and employees)

商业保险费（一般责任保险，员工意外保险，老板与员工的健康保险）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

24. Interest Paid 贷款利息额$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

25. Janitorial & Cleaning 清洁费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

26. Laundry 洗衣费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

27. Legal & Professional 律师费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

28. Office Expenses 办公开销$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

29. Independent Contractors聘用合同工费用$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

30. Parking Fees & Tolls 停车费和过路费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

31. Printing &Reproduction 复印和印刷费用$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

32. Retirement Plan Contributions 退休补贴费用$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

33. License fee 执照费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

34. Depreciation list from last year( indicated the depreciation status of each equipment )

去年设备折旧明细（表示每件设备的折旧程度）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

35. Any New added equipment新增设备名单及金额$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

36. Advertising广告费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

37. Utilities( gas, power and water, trash collection)水电气费和污物处理费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

38. Phone bill, Internet bill and Cell phone bill电话费，上网费与手机费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

39. Business use Vehicle mileage information(beginning of the year and end of year and indicate how

much is for business and how much is for personal and commute usage)

公司用车里程数（年初和年底）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

40. Home office information( address, square footage )

家庭办公室资料（只限于有当地政府审批者）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

44. Business meal (it includes regular business meal and company party, such as Christmas party of

Chinese New Year party)

a. 商务餐费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

b.公司聚餐费 （包括商务餐和公司派对，如圣诞派对和新年派对） $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

45. Business gift (for clients and for employees) 商务礼品费（为客户和雇员）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

46. Supplies (small items that help to generate business profit, those are not inventory nor equipment) 器材

（有助于增长商业利润的小件物品，不属于库存或设备系列）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

47. Security system, Burglar Alarm (such as ADT) for your business

企业中的安全系统，防盗报警器（如ADT）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

48. Business travel fee 商务旅行费用$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

49. Uniforms 制服开销 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

50. New Corporation Startup Fee 新公司成立费（市场调研费只限于新公司）$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

51. Credit card charges 信用卡服务费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

52. Charitable Contributions 慈善机构捐助费$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(请只准备上述条款中与您公司经营有关的项目)

The figures/amounts above were provided by me (us) to the tax preparer at Triangle Accounting, Inc. I (we) have reviewed the information and to the best of my (our) knowledge and belief, it is accurate, true, correct, and complete. Triangle Accounting, Inc. has made me aware that me (us) requested by law to retain all my records for at least three years, and the IRS may require me to provide proof for all the items listed above and other items on my tax return and, if needed, I will be able to provide proof of this information to the IRS.   
以上由我提供给三角会计师事务所的报税金额是准确，真实，正确和完整的。三角会计师事务所已告知我，依据税法，我（们）需自己保留好所提供数据的收据或证据至少三年，并且美国国税局可能会要求我提供证明上面列出的所有项目，并在我的纳税申报表等物品，如果需要，我可以提供这些信息给IRS证明。

签名(Signature)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

姓名（Print Name）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 日期 (Date) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_