



New Client Package *Monthly Bookkeeping Service Instructions*

At Central Business Services, our goal is to relieve you of many of the time consuming and often complex tasks associated with owning and operating your own business.

- **Our responsibility** is to provide you with accurate and timely financial information to help you to manage your business properly and to keep you out of trouble with the IRS.
- **Your responsibility** is to provide us with the raw data (primarily expense receipts and settlement statements) to allow us to do our job for you.

MONTHLY BOOKKEEPING INSTRUCTIONS

At the end of each month, please mail to Central Business Services, Inc. the following:

- **RECEIPTS:** All business expenses for last month (see tax deductions list)

NOTE: It is not necessary to send food receipts - your food deductions are automatic on a per diem basis.

- **SETTLEMENT STATEMENTS:**

NOTE: If your carrier has the capability, we will access your statements on line and print in our office.

VERY IMPORTANT

- Complete the information on the FRONT of the mailing envelope!
- Send ALL of the above paperwork EACH MONTH so we can keep you up to date on your required quarterly tax payments.

CATCH UP BOOKEEPING AND/OR PRIOR TAX PREPERATION: Contact our office for a quote. There is no obligation.

CBSI will return all of your receipts with your Profit & Loss Statements each month. As your monthly bookkeeping is prepared, we will organize your receipts in the manner that the IRS will need them in the event of an audit.

Additional mailing envelopes will be included for your use each month

1-888-255-3939 (phone) / 1-317-913-1009 (fax) / www.cbstrucktax.com (web)



New Client Package
Tax Deductible Expenses for Professional Drivers

FOOD (PER DIEM ALLOWANCE, NO RECEIPTS NEEDED)	AIR FRESHENER
LODGING	FOUL WEATHER GEAR
FUEL	SECURITY DEVICES
TRUCK MAINTENANCE PARTS OR SERVICES	ANTENNAS
TRUCK EQUIPMENT (EX: COOLER / MICROWAVE / BEDDING)	PARKING FEES
BRIEFCASE	POWER CORDS
RAIN GEAR	CB
TRUCK WASHES	MAPS
TRUCK SUPPLIES (CLEANING, ETC)	SAFETY GLASSES
TOLLS AND SCALES	BATTERIES
INSURANCE (BUSINESS)	MONEY TRANSFER FEES/ATM
BUSINESS TELEPHONE CALLS OR FAXES	CIRCUIT TESTER
UNIFORMS	TRUCK STORAGE
CASUAL LABOR	FLASHLIGHT
DUES OR TRUCKING PUBLICATIONS	FILM FOR DAMAGE CLAIMS
TAX AND BOOKKEEPING SERVICES	HAND CLEANER
SMALL TOOLS AND EQUIPMENT	HARD HAT
SHOWERS	SEAT COVERS
WORK GLOVES, BOOTS	SLEEPING BAGS
ADMINISTRATIVE SUPPLIES (BRIEFCASE, ETC)	TOWELS
DOT PHYSICAL	TRASH BAGS
LICENSE TRANSFER FEES	TOASTER
COMCHEK FEES (OR EQUIVALENT)	VACUUM
PARKING FEES	TOWING CHARGES
TRUCK/TRAILER STORAGE	TIE-DOWNS
LOG BOOKS	LOCKS

*NOTE: ANY OTHER **ORDINARY** AND **NECESSARY** EXPENSES OF YOUR JOB/BUSINESS*

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New Client Package
Registration Form

NAME: _____ MARRIED: _____ (YES) _____ (NO)

HOME ADDRESS: _____ (STREET)

_____ (CITY) _____ (ST) _____ (ZIP)

PHONE: (____) - _____ - _____ (HOME) (____) - _____ - _____ (CELLULAR)

EMAIL: _____ SOC. SEC. NUMBER: _____ - _____ - _____

MAILING ADDRESS:
(IF DIFFERENT FROM ABOVE)

_____ (STREET)

_____ (CITY) _____ (ST) _____ (ZIP)

COMPANY INFO:

NAME OF COMPANY LEASED TO: _____

DATE STARTED (WITH THIS COMPANY): _____

TAX INFORMATION

ARE YOU LEASING OR BUYING YOUR VEHICLE? _____ (BUYING) _____ (LEASING)

IF MARRIED, DO YOU FILE YOUR TAXES JOINTLY? _____ (YES) _____ (NO)

NUMBER OF DEPENDENTS YOU CLAIM ON YOUR TAX RETURN? _____
(DO NOT INCLUDE YOUR SPOUSE IN THIS NUMBER IF MARRIED)

NOTE: WE WILL NEED A COPY OF YOUR VEHICLE PURCHASE OR LEASE PAPERS.
PLEASE SEND THEM TO US. WE WILL COPY AND RETURN THEM TO YOU.



New Client Package
Payroll Deduction Authorization Form

The Owner/Lease Operator signed below hereby authorizes ***Mercer Transportation*** to deduct **\$80 per month**, per truck, from his/her settlement to pay for tax and accounting fees. Such fees will be remitted directly to Central Business Services, Inc. who will prepare/provide for the Owner/Lease Operator the following documents and services:

- Federal Income Tax Returns
- State Income Tax Returns (regardless of state of residence)
- Monthly Profit & Loss Statement
- Year to Date Profit & Loss Statement
- Quarterly Estimated Tax Forecast and Analysis and Payment Vouchers
- Cost/Revenue Per Mile Analysis
- Business and personal financial plans
- IRS Form SS-4; Application for Employer Identification Number (as needed)
- IRS Form 2290; Heavy Highway Vehicle Use Tax (as needed)
- Unlimited business advice via meetings and/or telephone conversations

The Owner/Lease Operator acknowledges that it is his/her responsibility to provide Central Business Services, Inc. with the necessary information to be able to prepare the above documents and that the above fees are nonrefundable. Such information includes operating expense receipts, weekly settlement statements, copies of the lease/purchase documents on his/her vehicle and any other tax documents as requested. The Owner/Lease Operator must be an active contractor with **Mercer** on December 31 to have their tax returns for the prior year prepared under the above fee schedule.

This authorization may be cancelled by either party upon written notice.

Please Print Name

Signature

Unit/Truck Number

Date