

Dear Valued Clients / 尊敬的客户：

We are going to discontinue the way we collect P&L and Expense data starting from this moment forward.

To submit P&L data for processing, please use the link below to go to our Home page. If you have been submitting your sales data with the forms, then you should use the Cost data form instead of this form (Annual P&L form) for entering expense information.

自即日起，我们将调整损益数据与支出数据的收集方式。

如需提交损益数据，请通过以下链接进入我们的主页。若您此前一直通过表单提交销售数据，则请改用成本数据表单（而非年度损益表单）来录入支出信息。

Go to our website <https://www.kimlingcpa.net/>

请访问本所官方网站：<https://www.kimlingcpa.net/>

Please follow the steps below to submit your monthly expense data.

请按以下步骤提交月度支出数据。

Step 1: Select “More” then select “Annual P&L” to enter your data.

第一步：选择“更多”菜单，随后点击“年度损益”选项进行数据录入。

凌劍揚會計師樓

KIM YEUNG LING P.C.

Certified Public Accountants



Tax, Accounting, and Payroll Services for Individuals and Small/Medium-Sized Businesses

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We are a purpose-driven boutique CPA firm catering to small and medium-sized businesses and individuals in our Community.

我们是一家以目标为导向，专注服务华人社区中小型企业及个人的专业注册会计师事务所。

We offer business & tax consultations, financial statement preparations, payroll & accounting services, corporation formation, and bookkeeping services in English, Mandarin, Cantonese, and Vietnamese.

我们提供以英语、普通话、广东话和越南语为主的商务和税务咨询、财务报表预备、工资发放、成立公司以及记账服务。

Step 2: Complete the form with all necessary data. Please note that any field with a star (*) is a required field for you to fill out. If there is an expense category that you have but is missing from the form, please use the “Describe Other Expense(s)” to list those expenses.

第二步： 请完整填写表格中的所有必要数据。请注意，所有带星号（*）的字段均为必填项。若存在表格中未列示的支出项目，请在“描述其他費用”栏目中予以列明。

Annual Profit & Loss Data

Business Name *

Email *

example@domain.com

Account Number (if you know it)

Year *

Income and Expenses

Income 收入

Purchases 雜貨

Supplies 用具

Equipment Purchase 設備費用

Tel 電話費

Cleaning 清潔費用

Payroll Tax 工資稅

Trash Removal 垃圾費

Professional Fees 專業服務費用

License 牌照

Repair 修理

Mortgage Interest 貸款利息

Permits 許可証

Taxes 稅

Exterminator 除蟲費用

Management Fee 管理費

Other Expense(s) 其他費用

Describe Other Expense(s) 描述其他費用

Please upload any relevant forms and files (e.g. bank statements, 1099-Ks)

Attachment 1

Select File +

Attachment 2

Select File +

Attachment 3

Select File +

Please print a copy for your personal records before submitting

Submit

Step 3: If you have any supporting documents you would like to attach to the form, please use the buttons below to attach those documents. Once you have completed the form, you can press **“Submit”** to submit the form. Please print a copy before submitting for your reference.

第三步:如需附加相关证明材料，请使用下方按钮上传文件。当您填写完成后点击**“提交”**按钮。提交前建议打印副本以备查存。

Tel 電話費	Cleaning 清潔費用	Payroll Tax 工資稅
Trash Removal 垃圾費	Professional Fees 專業服務費用	License 牌照
Repair 修理	Mortgage Interest 貸款利息	Permits 許可証
Taxes 稅	Exterminator 除蟲費用	Management Fee 管理費
Other Expense(s) 其他費用	Describe Other Expense(s) 描述其他費用	

Please upload any relevant forms and files (e.g. bank statements, 1099-Ks)

Attachment 1	Attachment 2	Attachment 3
Select File +	Select File +	Select File +

Please print a copy for your personal records before submitting

Submit
