

# CAPITAL ASSET UPDATE FORM

CLIENT: \_\_\_\_\_ YEAR: \_\_\_\_\_

NO CHANGES  TENTATIVE SCHEDULE  FINAL SCHEDULE

## PURCHASES

ITEM DESCRIPTION	CASH COST	DATE	N/U	TRADE-IN #

## SALES

ITEM DESCRIPTION	SALE PRICE	#UNITS	ID#	DATE

## DEATH (PURCHASED LIVESTOCK ONLY)/CASUALTY LOSS

ITEM DESCRIPTION	DATE	# UNITS	ID#	INSURANCE RECD

# BLIZZARD BUSINESS SERVICE, INC

1000 E Sturgis St, Suite 7 St Johns, MI 48879-8235  
989 227-9979 / FAX 989 227-9389

## INSTRUCTIONS FOR CAPITAL ASSET FORM

Please mark the box "no changes" if you have had no purchases, sales or death losses for the current year. Please check the box marked "tentative schedule" if you would like a depreciation schedule at this time for tax planning purposes. If you are provided a depreciation schedule and you do not have your return prepared by us, you may be charged for the depreciation schedule. If you submit a form marked "final schedule", you will receive a final depreciation schedule. If you select "final" and there are additional changes, please contact me.

Please enter the item description, cost, date of purchase, new or used and the asset ID# or a brief description if there was a trade-in involved. The cost is the actual dollar amount paid and/or the amount financed. The amount you received for a trade-in has no effect on the purchase price for tax purposes. If you are unsure of the cost, please enclose a copy of the invoice or finance contract. The date of purchase is the date placed in service. It is important to know if the item is new or used as additional depreciation is currently allowed for new purchases (new being it's first use is by you).

The tentative depreciation listed below is before any transactions (sales, purchases, trades) are included from this year. A copy of your depreciation before current year transactions is attached.

**TENTATIVE DEPRECIATION FOR \_\_\_\_\_ : \$ \_\_\_\_\_**