
BUSINESS TAX RETURN CHECKLIST

All clients should provide

- Information on any new loans obtained during the year
- Balance at year-end of all open bank loans
- Copies of year-end bank reconciliations and bank statements
- Year-end summary of accounts receivable and accounts payable if an accrual basis taxpayer
- Year-end inventory at cost (based on a physical count)
- Year-end unpaid payroll taxes (federal and state withholdings and federal and state unemployment)
- Balances of credit card accounts or last credit card statement for the year
- Copies of any correspondence from tax authorities during the year
- Copies of Form 1096 and W-3 (if not prepared by our office)
- Detail listing of acquisition and disposal of major asset purchases including purchase or sale price, date purchased or sold, description of item.

If you do your own accounting

- Year-end Balance Sheet & Income Statement (or year-end trial balance)
- General ledger activity report by category

If we will be summarizing your activity for the year

- Bank Statements
- Cancelled Checks
- Check stubs or ledger sheets

New Clients

- Up to three prior years income tax returns filed including depreciation schedules

New Businesses

- Copies of formation documents (partnership agreements, incorporation documents, articles of formation, franchise agreements)
- Copies of IRS and state notifications of Employer Identification Number, acceptance of S-Election, sales tax, unemployment compensation, state income tax (as appropriate)