

ENTITY INFORMATION

EIN - Employer Identification Number
Legal Business Name/Address
State of Incorporation / Date formed or registered
Principal Activity Code (NAICS)
Articles of Incorporation and Corporate Bylaws
Shareholder/Owner Information
Ownership changes during the tax year

CORE FINANCIAL STATEMENTS

Balance Sheet / Profit & Loss / Trial Balance
Bank/Credit Card Statements (December)
Bank Reconciliation for corporate financial accounts.
Loan statements: year-end principal balance/interest paid
Accounts Receivable and Accounts Payable summary

ASSETS/PURCHASING/DEPRECIATION

Depreciation schedule from previous tax year.
Purchase list: Vehicles/Equipment/Tools/Electronics.
R.E closing statements for property bought or sold.
Leasehold improvement/Building renovation records
Bill of sale/Disposal records for any equipment
Mileage info for company vehicles: Business/Personal

GROSS REVENUE/INCOME/SALES

Gross Receipts: POS/Merchant software/Invoice system
Form 1099s: NEC, Misc, K and Form 1099s: INT/DIV
Rental income documentation
Miscellaneous income record: Insurance/Legal/Grants

GENERAL INFORMATION

Copy of Prior Year Tax Return
S Corp: S election date on Form 2553
S Corp: Shareholder Count
C Corp: PSC Status
C Corp: Majority or Foreign Ownership
S Corp/C Corp: Stock Classes (Single vs. Multiple Classes)
S Corp/C Corp: Constructive Ownership (Indirect Holders)

OPERATING EXPENSES/DEDUCTIONS

Cost of Goods (COGS): Receipts/Inventory valuation.
Payroll summary reports: Form 941, 940, W-2 totals.
Employee benefit/Health Ins/Retirement plan records
Rent/Lease agreements with total annual payments
Professional fees: Legal, Accounting, Consulting services.
Marketing/Advertising/Digital Ad invoices
Travel/Meal log documentation

S-CORPORATION SPECIFIC - 1120S

Officer W-2: Reasonable Compensation guidelines
Shareholder distributions: recipient and date paid.
Shareholder basis tracking worksheets/loan records.
Health insurance premiums paid: >2% shareholders
Schedule M-1 or M-3 book-to-tax reconciliations.

C-CORPORATION SPECIFIC - 1120

Quarterly estimated tax payment records.
Form 1099-DIV dividend distribution records.
Schedule M-1 or M-3 book-to-tax reconciliations.