



To ensure a smooth filing process, please use this checklist as a guide for the information and documents we may request to prepare your tax return.

ENTITY | GENERAL INFORMATION

EIN - Employer Identification Number
Legal Business Name/Address
State Tax ID #'s
State of Incorporation / Organization
Date formed or registered
Articles of Inc/Org and Corporate Bylaws
Principal Activity Code (NAICS)
Shareholder/Owner Information
Ownership changes during the tax year
Copy of Prior Year Tax Return

CORE FINANCIAL STATEMENTS

Balance Sheet / Profit & Loss / Trial Balance
Bank/Credit Card Statements (December)
Bank Reconciliation for corporate financial accounts.
Loan statement: year-end principal bal/interest paid
Accounts Receivable - 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
Loan documents for financed equipment/vehicles

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

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 svcs
Marketing/Advertising/Digital Ad invoices
Travel/M meal log documentation
Utilities / Insurance / Phone

PARTNERSHIP SPECIFIC - 1065 - MARCH 15

Partnership Operating Agreement
Amendments made in previous year
Special Allocations documents
Partners Name/Address, SSN-EIN/Percentage
Partner Capital Contributions/Distributions
Partner basis worksheet
Partner Loan documents
Capital: Beginning/Activity/Ending Reconciliation

S-CORPORATION SPECIFIC - 1120S - MARCH 15

S Corp: S election date on Form 2553
S Corp: Shareholder Count
S Corp: Shareholders Name/Address/SSN, Percentage
S Corp/C Corp: Stock Classes (Single vs. Multiple Classes)
S Corp/C Corp: Constructive Ownership (Indirect Holders)
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 - APRIL 15

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)
Officer Compensation documents
Federal Estimated tax payments (1120-W)
State Estimated tax payments
Quarterly estimated tax payment records.
Form 1099-DIV dividend distribution records.
Schedule M-1 or M-3 book-to-tax reconciliations.
Shareholder/Director meeting minutes
Stock issuance records
Dividend payment records

MULTI-STATE FILERS

Revenue/Payroll by State
Assets/Property by State
Nexus analysis documents
Prior year state returns