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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 / Charitable Registration #'s
State of Organization
Date formed or registered
Articles of Inc/Org and Corporate Bylaws
Principal Activity Code (NTEE/NAICS)
Board of Directors/Trustee Information
Governance policy changes during the tax year
Copy of Prior Year Tax Return

CORE FINANCIAL STATEMENTS

Balance Sheet / Trial Balance
Bank/Credit Card Statements (December)
Bank Reconciliation for 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
Contribution Summary
Major Donor Details: \$5k+
Government Support
Fundraising Events
Non-Cash Gifts
Miscellaneous income record: Insurance/Legal/Grants

OPERATING EXPENSES/DEDUCTIONS

Functional Expense Breakdown
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/Meal log documentation
Utilities / Insurance / Phone

501(C)(3) SPECIFIC

Public Support Test Data
Commercial / Fee-for-Service tracking
Lobbying Expenditures
Grants Disbursed
Disallowed Activities

501(C)(4/5/6) SPECIFIC

Lobbying & Political Expenditures
Membership Dues breakdown
Non-Deductibility Notices
Form 8976 Notification

501(C)(7) SPECIFIC

Gross Receipts Separation
Investment / Capital Gain income records
Clubhouse / Facility usage logs

501(C)(19) SPECIFIC

Roster & Membership Verification
Auxiliary & Family Rosters
Bar, Lounge, Restaurant Operations
Insurance/Mutual Benefit Funds

501(C)(e & f) SPECIFIC

Qualifying Member Directory
Cooperative Earnings Allocation
Stock & governance Records
Permissible Services Log

OTHER 501(C) SUBTYPES SPECIFIC

Exempt Purpose Compliance
Member vs. Public Revenue
Dues & Lobbying Allocations
Parent / Beneficiary Disbursements
Member Benefit Plan Payouts
Records of Care Funds/Plot Sales
Title Holding Income/Receipts

UNRELATED BUSINESS INCOME - 990-T SPECIFIC

Gross Income from unrelated trade/business activities
Direct Expenses
Net Operating Loss (NOL) carryover schedules
Federal / State Estimated Tax Payments

MULTI-STATE FILERS

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