

ANNUAL BUSINESS TAX CHECKLIST

Please use this list to make sure that you have all records, cancelled checks, and receipts so preparation of your income tax return can be done accurately.

- Copy of Articles of Organization or Incorporation
- Copy of EIN Number
- Copy of Last two years filed tax returns if applicable
- List of each Officer, including Title, Address, Social Security Number, Telephone Number and Percentage of Ownership
- Profit and Loss on cash basis for the Tax Filing Period
 - » Summary and Detail Reports
- Balance Sheet on cash basis for the Tax Filing Period
 - » Summary and Detail Reports
- List of all capital assets purchased in Tax Filing Period
 - » Make, Model, and Year
 - » Purchase Price
 - » Purchase Date
- Year End Bank Statements for all business bank accounts
- Year End Loan Statements for all business loans, including mortgages, vehicles, and equipment
- Year End for any business credit card statements

Once you have completed your checklist and scheduled your appointment, please ensure to:

1. Contact us for any questions or concerns.
2. Bring your documents and we will review them during your appointment.
3. Bring a check for Direct Deposit information.

Virtual appointments are now available.

