

2023 Business Checklist

Return to our office by Jan 26, 2024 along with reviewed depreciation schedule

**This information is needed to prepare your 2023 Tax Return and Financial Statements.

Fill in completely as additional follow ups will result in additional charges.

_____ **Reconcile Accounts and Review for Outstanding Checks to be Written Off**

_____ If QB is reconciled through 2023- Include copies of all December bank/loan/credit card statements

_____ If QB is NOT reconciled through 2023 provide ALL months of bank statements etc.

_____ **Review Your Accounts Receivable For Any Write Offs for Bad Debts**

_____ Did you receive ERC (Employee Retention Credit) in 2023 YES NO

_____ Did you form any new business entity in 2023 YES NO

_____ **Loan/Note Receivable - Please List and Include Copies of New Loan Documents**

| Debtor | Year End Balance | 2023 Interest | Loan Due |
|--------|------------------|---------------|----------|
| | | | |
| | | | |
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| | | | |

_____ **Year End Inventory - Please Total By Type**

| | |
|-----------------|-------|
| Work In Process | _____ |
| Raw Materials | _____ |
| Finished Goods | _____ |
| Supplies | _____ |
| Total | _____ |

_____ **Fixed Assets - Review Depreciation Schedule (Attached) for Additions and Dispositions, Provide Copies**

_____ **Review Your Accounts Payable for Amounts To Be Written Off**

_____ **Loans/Notes Payable - Please List and Include Copies of New Loan Documents**

| Lender | Year End Balance | 2023 Interest | Loan Due |
|--------|------------------|---------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |

_____ **Include Copies of Any New Lease Agreements Entered in 2023**

_____ **Include Copies of Year End Real Estate & Personal Property Tax Bills**

_____ **Include Copies of 1099-K Credit Card Payment Received Forms**