

# Crystal Thompson, CPA

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## **SUMMARY OF NECESSARY BUSINESS DOCUMENTS**

- Balance Sheet or Trial Balance showing Beginning & Ending Year Balances
- Profit and Loss Statement covering entire year.
- QuickBooks Accountant copy or Backup if applicable
- All Bank Statements for Year End
- All Credit Card Statements for Year End
- Loan (including Auto, SBA & PPP) Statements or forgiveness as of Year End
- Gross Receipts Tax filings for all 12 months
- Payroll Reports
  - 941, SUTA, WC for all 4 quarters
  - W-2s & 1099 & 940 for the year
- List of any assets purchased during the year with date, description & price.
- Prior Year Tax Return including Depreciation Schedules