

Please Complete the Checklist Below

**This information is needed to prepare your 2020 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**
- _____ **Include copies of all December bank/loan/credit card statements if Quickbooks is reconciled.**
- _____ **If QB is NOT reconciled through 2020 provide all months of bank statements etc.**
- _____ **Review Your Accounts Receivable For Any Write Offs for Bad Debts**

- ? **Did you pay COVID wages to any employees in 2020?** YES NO
- ? **PPP Forgiveness Received?** YES NO

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

Debtor	Year End Balance	2020 Interest	Loan Due

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

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

_____ **Fixed Assets - Review Depreciation Schedule 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	2020 Interest	Loan Due

_____ **Include Copies of Any New Lease Agreements Entered in 2020**

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

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