

**Please Complete the Checklist Below**

\*\*This information is needed to prepare your 2021 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 2021 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 2021?** YES NO
- ? **PPP2 Forgiveness Received?** YES NO

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

Debtor	Year End Balance	2021 Interest	Loan Due

\_\_\_\_\_ **Year End Inventory - Please Total 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	2021 Interest	Loan Due

\_\_\_\_\_ **Include Copies of Any New Lease Agreements Entered in 2021**

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

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