

Corporation Tax Documents

Paperwork Checklist

- Articles of Incorporation
- Last years tax return (all schedules)
- State and Local Taxes Paid
- Estimated Tax Payments for the year
 - Q1: _____
 - Q2: _____
 - Q3: _____
 - Q4: _____
- Officers information:
 - Names
 - Addresses
 - Social security numbers/EINs
 - % of stock ownership for each officer
 - Titles
 - Shareholders report compensation for each officer
 - Shareholders report for capital contributions, withdraws, and loans
 - K-1
 - Who signs the tax return: _____
- Profit and loss statement
- Balance sheet
- Statement of cash flows
- Receipts or documentation for any assets bought or sold during the year
- Most recent statement on any loans (should include interest paid during the tax year)
- Loan agreement for any loans taken during the tax year
- For home-based businesses:
 - Rent or own: _____
 - Total Sqft of your home: _____
 - Total Sqft of your home being used for business: _____
- Mileage log
- Charitable contribution records (Should include amount and name of the organization)
- Form 940 and 941
- Payroll information:
 - All employees' W-2s, W-3s, 1099
 - Health insurance records for group plan payments
- Inventory records (beginning of tax year and end of tax year inventory count)
- Any stocks or bonds bought or sold by the corporation during the year