

2024 Business Checklist

Return to our office by Jan 24, 2025 along with reviewed depreciation schedule

**This information is needed to prepare your 2024 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 2024- Include copies of all December bank/loan/credit card statements**

_____ **If QB is NOT reconciled through 2024 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 2024** YES NO

_____ **Did you form any new business entity in 2024** YES NO

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

Debtor	Year End Balance	2024 Interest	Loan Due

_____ **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	2024 Interest	Loan Due

_____ **Include Copies of Any New Lease Agreements Entered in 2024**

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

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