

City Center Tax Group

Corporation/Partnership Tax Preparation Checklist

	Description	✓
1.	Last year's tax returns (if not prepared by this office)	
2.	Tax Identification Number of entity – Letter from IRS after filing SS-4	
3.	Name, address, Tax Identification Number and email of shareholders/partners	
4.	S-Corporation acceptance letter	
5.	Forms 1099's issued to entity	
6.	K1's from any partnerships, trusts or corporations	
7.	Profit and Loss statement	
8.	Balance sheet	
9.	Payroll records – Forms 941 and W-2, Year-end Payroll Summary	
10.	Detail of distributions made to shareholders/partners	
11.	Detail of asset purchases over \$500 – date purchased, description, amount	
12.	Detail of changes in ownership	
13.	Details of new loans taken out – i.e., EIP and/or PPP loans	
14.	Details of sale of business or closing	
15.	Correspondence received from IRS and/or state agency	