

There are a few additional things we need for your business taxes. Ignore anything that is not applicable to your business.

- Cost of inventory on hand at 12-31-21. This will be what you paid for it, not the value of it.
- Balances of bank or other loans at 12-31-21. This is the amount of principal owed.
- Interest paid on bank or other loans during 2021.
- Paperwork for all new bank or other loans taken out during 2021.
- Credit card balances at 12-31-21 (or as close to that as you can get). This can be the December 2021 or January 2022 statement.
- Amount of PPP or other Covid grants received during 2021. I need the original paperwork, along with the paperwork showing the loan was forgiven, if PPP or EIDL.
- For those with payroll and you received any of the COVID payroll credits (Employee Retention Credit and the Sick and Family Leave Credit) will need to provide copies of original and amended 941s filed for all quarters of 2021. The Employee Retention Credit reduced the amount you are able to deduct for wages paid and the Sick and Family Leave Credit is reported as taxable income.
- If you traded a business vehicle or equipment during 2021, I need the paperwork from the purchase of the new vehicle or piece of equipment.

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