

Documents Needed for Tax Preparation – Business & Rental Returns

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| Ц | Accounting system documents | ☐ Employee & Payroll documents |
| | *Electronic format preferred | ☐ Forms 941 & RT6 – all quarters |
| | ☐ Trial Balance | ☐ Forms W3, 940/944 |
| | ☐ Income Statement (list of income and expenses) | ☐ Retirement plan contributions |
| | ☐ Balance Sheet (list of assets and liabilities) | ☐ Health insurance information |
| | ☐ General Ledger Detail | ☐ Expense documents |
| | Income documents | ☐ Vehicle information – make, |
| | ☐ 1099K – 3 rd party receipts reporting | model, year, mileage log |
| | COVID documents | ☐ Home office expenses |
| | □ PPP Loan | |
| | ☐ EIDL Loan | |
| | ☐ Sick/Family leave hours for illness, childcare, or | |
| | shutdown | |
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| New Clients: | |
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| ☐ Entity establishment documents | |
| (Charter/Partnership Agreement/Articles of | |
| Incorporation) | |
| ☐ IRS letter establishing the EIN – employer | |
| identification number | |
| ☐ Driver's License of tax matters representative | |
| ☐ Previous 2 years tax returns including Schedules K | |
| and K1's of all owners | |
| ☐ W9 for owners of partnership, SCorp, LLC's ☐ Ownership basis schedule | |
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| ☐ Capitalization policy ☐ Expense Reimbursement policy ☐ Expense Reimbursement policy | |
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