

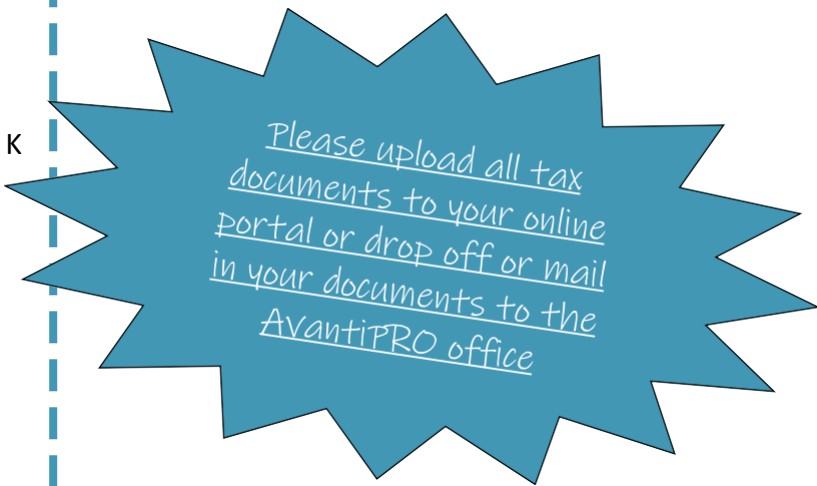


## Documents Needed for 2023 Tax Year Preparation – Business & Rental Returns

- Accounting system documents
  - \*Electronic format preferred*
  - Trial Balance
  - Income Statement (list of income and expenses)
  - Balance Sheet (list of assets and liabilities)
  - General Ledger Detail
- Income documents
  - 1099K – 3<sup>rd</sup> party receipts reporting
  - 1099 MISC—miscellaneous income
  - 1099 NEC—nonemployee compensation
- Employee & Payroll documents
  - Forms 941 & RT6 – all quarters
  - Forms W3, 940/944
  - Retirement plan contributions
  - Health insurance information
- Expense documents
  - Vehicle information – make, model, year, mileage log
  - Home office expenses
- Asset purchase or sale—all documents including receipt, financing agreement, and closing statements

### New Clients:

- 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, S Corp, LLC's
- Ownership basis schedule
- Capitalization policy
- Expense Reimbursement policy
- Home Office dimensions



*Please upload all tax documents to your online portal or drop off or mail in your documents to the AvantiPRO office*