

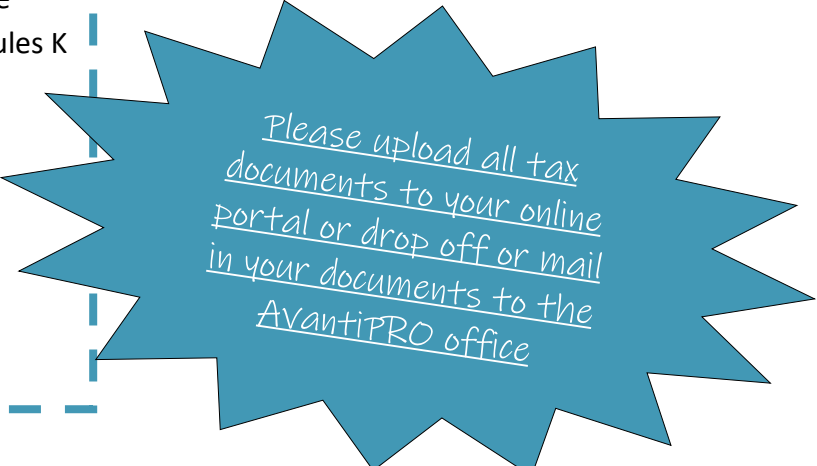


Documents Needed for Tax Preparation – Business & Rental Returns

- 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 – 3rd party receipts reporting
- COVID documents
 - PPP Loan
 - EIDL Loan
 - Sick/Family leave hours for illness, childcare, or shutdown
- 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

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