

Client name _____ Tax year _____

TAX INFORMATION CHECKLIST FOR LLC'S, PARTERSHIPS, C-CORPS, & S-CORPS

Please answer questions for the *current tax year only* unless otherwise requested.

Purpose: To ensure we've asked all appropriate questions as required by the IRS and your state tax agency and to help us get the best results for your tax return.

SKIP IF SOLE PROP

Check Y or N for all questions. For all "yes" answers see the Documents needed column to see what information we will need to properly complete your return	Y	N	Documents needed
Business Information			
What is the Corporation's true name?			Articles of Incorporation
Date of Incorporation			Articles of Incorporation
Entity Identification Number (EIN)			IRS Letter
Date of election for Partnership, C-Corp, or S-Corp			IRS Letter
Identity of Shareholders during any part of current tax year			Copies of Social Security Cards for each Owner
Were any of the Shareholders added to, or retired from, this entity for the tax year?			Name(s) of Shareholders
Do you want to allow your preparer to discuss this year's return with the IRS (if needed)?			
Are all Prior Year Federal and State filed as the same business entity?			If no, which years weren't
Accounting Information			
Accounting Method _____ Cash _____ Accrual			
Accounting Period _____ Calendar _____ Fiscal			
Did you change your accounting method or period during the tax year?			If yes, date of change
Record Keeping			
Do you use a Professional Accounting Service?			If yes, contact info and P&L or Stmt of Income
Did you manage your own recordkeeping?			If yes, what software? Copy of P&L or Stmt of Income
Did you use one or more bank accounts with your business?			All statements, including 12th month of prior and 1st month of next calendar/fiscal year
Were W-2s and 1099s issued?			Copy of all forms issued
Employee compensation, including shareholders, and other workers			Payroll records for all quarters
Were any independent contractors or sub-contractors used in the tax year?			Signed Form(s) W-9 and Forms 1099-NEC issued
Make payments of or receive virtual currency?			Income and/or virtual currency reports
Did the corporation take part in bartering goods or services?			Description of bartering activity
Corporation Officers and Employees			
Did any corporate officer receive any distributions, compensation or other payments from the Corporation?			W-2, 1099, other document
Did the Corporation have any salaried or wage employees (other than officers) during 20____?			W-2, 1099, other document
Did the corporation provide fringe benefits to officers and/or employees?			Amounts, type, dates
If yes, what portion was to officers or employees owning more than 2% of the corp stock?			
Did the corporation pay for any health insurance premiums for a more-than-2% shareholder?			
Did the corporation contribute to a pension, profit-sharing or other funded deferred compensation plan for its employees?			Plan documents, contribution records
Did the corporation contribute to an IRA for employees?			Plan documents, contribution records

Client name _____ Tax year _____

Income		
Is the corporation's income from _____ goods, _____ services, or _____ both?		
Does the corporation receive tax-exempt income?		Brokerage stmts - all pages
Does the corporation receive income from rentals (leasing real estate)?		Lease contracts, escrow settlement stmts
Did the corporation elect to defer cancellation of debt (COD) income?		Debt support documents
Does the corporation have income from any long-term contracts?		Copy of contract
Did the corporation receive any income from installment sales?		History of paments
Did the corporation receive any Interest income?		1099-INT, bank statements
Did the corporation receive any recoveries from bad debt?		Bad debt history
Did the corporation receive any Income from taxable insurance proceeds?		Insurance proceed documents
Has the corporation elected to deduct start-up and organizational costs incurred during the first tax year?		Copy of Annual Meeting Minutes for year of set-up
Did the corporation elect to amortize or capitalize start-up costs in it's first year?		Articles of Incorporation or Annual Minutes
Did the corporation take a loan for any purpose, at any time, other than with a shareholder?		Copy of loan agreement & payment terms
Did the corporation make payments on a loan, other than a shareholder note?		Copy of loan documents
Did any shareholder acquire or retire a loan from the corporation in the current tax year?		Corp Minutes authorizing loan
Cryptocurrency (Bitcoin, Ethereum, etc.) SKIP IF NONE		
Does the corporation own any virtual currency (e.g., Bitcon. Ethereum, etc.)?		Account statements
What exchanges has the corporation used?		Year end statement(s)
Does the corporation use any non-exchange wallets to store crypto?		Year end statement(s)
Did the corporation trade within the wallets at any time during the year?		
What year did the corporation start buying cryptocurrency?		
Did the corporation purchase anything using cryptocurrency?		
Did the corporation receive payment for services with cryptocurrency?		
Did the corporation receive cryptocurrency as a gift?		
Did the corporation receive a hard fork?		
Did the corporation receive an airdrop?		
Did the corporation receive any mining income?		
Which accounting method did the corporation use for prior year transactions?		FIFO, LIFO, HYPO
Do the corporation buy cryptocurrency using a margin account?		
Did the corporation buy any ICOs (Initial Coin Offering)?		
Has the corporation given any coins away during the year?		
Did the corporation lose crypto currency to a hack or fraud?		
Did the corporation obtain any tax reports from your exchange(s)?		Tax reports
Foreign Accounts (Banks, Investment); Foreign taxes SKIP IF NONE		
Did the corporation receive income from non-US sources?		Statement(s)
Did the corporation pay taxes to a foreign country?		Statement(s)
Was the corporation a grantor of or did it make transfer(s) to a foreign trust?		
During the year did the corporation have an interest in or signature or other authority over a bank account or other financial account in a foreign country?		

Client name _____ Tax year _____

Did the corporation have a bank account in a foreign country?		Bank statements
Did the corporation have a securities account in a foreign country?		Brokerage statements
Did the corporation have an insurance policy from a company headquartered outside the		Current year statement
Did the corporation have a retirement account from a foreign country or company?		Current year statement
Did the corporation own a mutual fund organized in a foreign country?		Current year statement
Do the corporation have cryptocurrency with a non-US exchange?		All statements
Did any account have a value on any day during the tax year of \$10,000 or more?		
Automobiles & other acquisitions		
Did you use one or more personal vehicles for your business?		Mileage records of personal vs. business mileage
Did you use one or more company vehicles for personal activities?		Mileage records of personal vs. business mileage
Did you reimburse employees for business use on their own vehicles?		Records of reimbursed amounts
Did the Corporation acquire any new buildings, machinery or make any permanent improvements to the property?		Purchase records
Other		
Did the corporation pay any estimated tax payments for current tax year?		Amounts and dates paid