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Appointment Checklist for Business Tax Returns

(C Corporations, S Corporations, Partnerships, LLC)

This checklist is what is needed to complete your business tax returns. Please take a minute to go through it. Not all of them might apply to you. You can either bring some of them that apply to you at your appointment or scan & e-mail or fax them to my office ahead of time. I may need additional information for some items.

- ☐ Copy of prior 2 year's tax returns (for New Clients Only)
- ☐ Partnership/LLC Operating Agreements
- ☐ Financial statements (Balance sheet and P & L statement)
- ☐ General ledger and list of Journal Entries or data backup of Quickbooks
- ☐ Bank Statements and Reconciliations
- ☐ Check Registers
- ☐ Investment Account Statements
- ☐ Aging Reports for Receivables and Payables
- ☐ List of assets or equipment purchased/sold/disposed of during the Year
- ☐ Loans notes and leases agreement
- ☐ Copy of payroll reports or payroll summary
- ☐ Any Changes in Ownership or Capital Structure
- ☐ Sales tax returns
- ☐ Federal, state and local taxes paid
- ☐ Charitable contribution (Fair Market Valuation as well as cost basis)
- ☐ Others (please specify): ________________________________