



BUSINESS TAX APPOINTMENT CHECKLIST

EMPLOYEE AND CONTRACTOR INFORMATION:

- Copies of all payroll forms and 1099 forms for the year.
- Amounts of any estimated tax payments.
- Listing of interest and dividend income.
- Vehicle information and use including vehicle leases.
- Information on any employee benefit plans including retirement plans, health insurance, etc.
- Details of meals and entertainment expenses.

BUSINESS OWNERSHIP INFORMATION:

- Articles of incorporation, partnership agreement, etc.
- List of all business owners:
 - Name, social security numbers, address
 - % of ownership, date ownership acquired
 - Detail of distributions
- Schedule of owner fringe benefits received.
- Schedule of loans to/from owners including loan agreements.
- Details of any related party transactions.

FINANCIAL DOCUMENTS:

- Copy of last year's Federal and State tax returns.
- Current period balance sheet, income statement, trail balance, and general ledger.
- Prior year financial statements.

CORRESPONDENCE AND OTHER INFORMATION:

- Any Internal Revenue Service and Department of Revenue correspondence received during the year.
- List of any activities in other states
Details of fixed assets and depreciation schedules



contact us!



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