

BUSINESS TAX CLIENT CHECKLIST

Please check what information you have, mark how many forms of each, and if you are waiting for more.

In this document, the term **business** henceforth refers to: a Corporation, Partnership, or Limited Liability Company (LLC).

The term **owner** henceforth refers to: a Shareholder, Partner, or Member, respectively to each business above.

*Notes: Deposit required for all services. Everyone must fill new Organizer.

- If we did not prepare **Last year's business tax return** - a copy of last 2 or 3 business returns filed
- Business Income** - Profit/Loss Statement and Balance Sheet & QuickBooks Back-Up files w/login
- Business Bank Statements** & all check images, register, & deposits (12 months, most recent)
- Sales Tax Reports** - monthly, quarterly or annual; **RT WebFile #**; Online Login
- Franchise Tax Annual Report**; **XT WebFile #**; Online Login
- Forms** 941s-all quarters, 940s, W-2s, W-3s; **EFTPS** Login; **TWC Reports** & Login (for payroll)
- Form** 1099s to & from the business (EINs, SSNs, contact info)
- Cash Distributed** from the business to the shareholders as draws & loans made by the business to the owners
- Cash Invested** & loans made to/from the business by the owners
- Copies of any of the following by the business during the year:
Leases; Contracts Entered; & Notes Payable - secured or unsecured / recourse or non-recourse
- IRS Notices** received under the business name (all pages). We need copies & a Power of Attorney
- If this is the first year the business will file a tax return, we will need the **organizational documents** (Certificate of Filings, Corporation Agreement, Articles of Organization, Operating Agreement, Regulations), SS-4, names, addresses, phones, e-mails, SSNs, DLs, DOBs for all owners
- % Capital Ownership** for each owner &, if different, interest in profits & losses for the same
- Listing** of Charitable Donations, Out-of-Pocket Expenses, Receipts, Mileage (Totaled on Excel)
- Non-Cash Assets** contributed to the business by owners (for each asset, we need it's fair market value, when it was contributed, & owners' basis in the asset at the time contributed)
- Settlement Statements** for any real estate bought or sold
- Retirement Plan** info, if business maintains one
- Any other financial info that would not be included in the above list, for example, unreimbursed expenditures such as property damage not covered by business insurance.
- Digital files** accepted via e-mail, online, & USB. Please provide program name & version or hyperlink, user names, & passwords.
- Anything else** that you think might be relevant - it's better to give us too much than to risk missing out on some deductions you're legally entitled to take! You may list any tax questions on separate paper.
- Would you like for us to file your personal tax return? (Note: Business return affects Personal return)