BUSINESS TAX RETURNS
YEAR-END INFORMATION CHECK LIST

NEW CLIENTS

1. **COPY ARTICLES OF INCORPORATION AND ANY CORPORATE RESOLUTIONS**
2. **COPY OF PRIOR TAX RETURNS**
3. **LIST BELOW**

CURRENT CLIENTS

4. **COPIES OF ANY CORRESPONDENCE RECEIVED FROM FEDERAL, STATE OR LOCAL REPORTING AGENCIES.**
5. **NEW LEGAL DOCUMENTS INITIATED SUCH AS LEASE or RENTAL AGREEMENTS, EMPLOYMENT CONTRACTS, CHANGES IN OPERATING AGREEMENTS, ETC.**
6. **QUICKBOOKS BACKUP DISK or TRIAL BALANCE AT YEAR-END AND DETAIL GENERAL LEDGER.**
7. **COPY OF 4TH QUARTER PAYROLL REPORTS.**
8. **COPY OF 4TH QUARTER SALES TAX REPORT.**
9. **COPIES OF W-2'S.**
10. **DESCRIPTION OF FIXED ASSETS PURCHASED, DATE PURCHASED AND AMOUNT PAID. (IF REAL ESTATE INCLUDE CLOSING STATEMENT)**
11. **DESCRIPTION OF FIXED ASSETS SOLD, DATE SOLD AND AMOUNT RECEIVED. (IF REAL ESTATE, INCLUDE CLOSING STATEMENT)**
12. **COPY OF ALL LOANS AND NOTES - BALANCE OF LOAN AS OF YEAR-END AND INTEREST PAID CURRENT TAX YEAR.**
13. **BREAKDOWN OF GROSS SALES AND PAYROLL BY LOCATION (STATE, COUNTY, CITY.)**
14. **COPY OF YEAR-END BANK STATEMENT (S) AND BANK RECONCILIATION (S).**
15. **ALL NET PROFIT FORMS RECEIVED FOR VARIOUS CITIES.**
16. **SIGNED ENGAGEMENT LETTER.**
17. **1099S RECEIVED.**