

Business Checklist

Client: _____

Year End: _____

Please provide us with the information for all the items circled. This information will become part of your tax proof. Please consider ALL of the items on this checklist, especially if your books are done annually.

1. Income – all sources (include city/county where income was earned). Confirm that it agrees to bank statements/deposits.
2. Inventory – A listing and total of items calculated at cost.
3. List of accounts payable owed.
4. List of accounts receivable owed, separate list of bad checks.
5. Payroll totals by employee for the year.
6. Copies of all payroll tax returns for the year.
7. Complete check register to show all disbursements. Confirm that it agrees to the bank.
8. Total miles for the year. Separate business miles for each vehicle. Can't count miles to/from work.
9. List of large purchases for business. Need copy of bill of sale and loan papers for each purchase.
10. Did you sell or dispose of any asset this year? Need details.
11. Itemize a list of all major repairs. Need details.
12. Any business loss or theft. Need police report/details.
13. Itemize a list of all insurance payments, type, and for what period of time.
14. List of all estimated tax payments, amounts, and exact dates paid.
15. Business savings account balance at year end and total interest.

16. Year end loan balances on all loans. Numbers of payments left to still make. Amount of payment. Any interest paid statements.
17. Bank statements for the year, plus the month before and after year end.
18. List of any non-sufficient fund checks you still hold for collection. List name, amount, and date of each check.
19. Name, address, and SS# of any person or business paid over \$600 in the calendar year for interest, casual labor, subcontractor work, repair/service, car allowance, rents, dividends, cleaning service, and commissions. 1099's must be issued by January 31, _____.
20. Sales expenses must be itemized by meals, travel, and entertainment.
21. We need a complete listing of GROSS income earned in all states and within taxable city limits.
22. Copy of prior year's tax returns and any new forms received.

If you have any questions, please call us. Thank you!