

Business Tax Returns Information Required

New Clients

- Perm Docs
 - Operating Agreement
 - Sec of State Formation Doc
 - IRS EIN Number
 - 1120S Election Doc (If applicable)
 - Partner / LLC Member / Shareholder Info

Existing Clients

- Year-end Statements for all Business Loans
 - NEW LOANS – Please provide copy of original Loan Agreements / Documents
 - Loan Amount
 - Amount Monthly Payment
 - Number of Payments
 - Commencement Date
 - Loan(s) Percentage Rate
 - EXISTING LOANS – Year-end balances/statements
- List of all Fixed Assets purchased during the year
 - Description of Item
 - Date Purchased
 - Copy of Receipt for all new Fixed Assets
 - How Paid for (Cash/Loan/Lease/Lease to Buy)
 - If Loan or Lease to Buy, please provide all documents pertaining to the loan/lease
- Year-end Statements for any Credit Card that Business has a balance with.
 - All expenses made by credit card need to be categorized to specific expenses – If not already recorded in software then need a list of the expenses the all credit card chargers for year apply to (can also provide each month statement with expense noted on each charge)
- Payroll Records
 - W-2, W-3, TWC, 941, 940, Quarterly Payroll Reports, 1099's
 - Payroll summary (if not in QuickBooks)
- Inventory – Ending
- Retirement Plans
 - Company obligations / matching percentages if employee contributions
 - Any changes from previous year to plan terms
 - Plans for any company contributions through profit sharing (if plan is a 401k-plan) or other plan contributions