

Small Business Tax Check List

Please bring/send the following items that apply to your situation:

1. Financial Statements:
 - Profit & Loss Statement
 - Balance Sheet as of the End of Year
 - Comparative Balance Sheet
 - Schedule of equipment or other assets purchased or sold. Please include date of purchase or sold, and price.
 - And/or QuickBooks files.

2. Payroll Information: Copies of w-2, w-3, 941 and 940

3. Are you required to file 1099 forms? Y/N If yes, Did you file these forms? Y/N
Date Filed _____

4. Medical Expense Information:
 - Did you provide employees Healthcare? Y/N
 - Did you pay or reimburse health care cost for any shareholders/officers? Y/N
 - If yes: Is this reported on your w-2? Y/N

5. Vehicle Information:
 - Personally owned and Company owned vehicles used for business. Please include total miles driven for whole year and total miles driven for business for each vehicle.
 - Make and date placed in service for each vehicle (new client or changes)
 - Also, include personal commuting miles if applicable.

6. Retirement Contributions:
 - Has your company set up a retirement plan for employees and/or stockholder/officers? Y/N

7. Office at home:
 - Does the company offer you office space outside of your home? Y/N If no, then
 - Do you have an office in your home that is used exclusively for business purposes? Y/N
 - If yes to above:
 - Total square feet of home _____ , Total square feet of office _____.(New client or changes)
 - Utilities paid for the year (includes: electric, gas, water & trash) _____
 - Mortgage interest or rent _____
 - Real Estate taxes _____
 - Home owner insurance _____
 - HOA Dues _____
 - Repairs and maintenance _____
 - Improvements made during the year _____
 - Original Purchase price of home + any improvements _____(New client)

8. Shareholder Information: Need address, Social Security Number, percentage ownership for each shareholder.