

## **Business Checklist**

### **Tax Year 2017**

#### **We Need From All Clients:**

N/A   Included

- ☐   ☐ Documents for any new bank loans obtained during the year
- ☐   ☐ Year-end payroll report from your payroll provider (unless we do your payroll)
- ☐   ☐ Copies of invoices over \$2,500 for major improvements, furniture, machinery & equipment, and/or all vehicle purchases or trade-ins
- ☐   ☐ Any 1099s you received from customers and/or 1099-Ks you received from your credit card processing company
- ☐   ☐ Signed and dated 2017 Engagement letter (enclosed)
- ☐   ☐ Other information unique to your business

#### **We Need From QuickBooks Clients:**

N/A   Included

- ☐   ☐ QuickBooks portable backup emailed to us at cpa@corwinjenkins.com or put on a flash drive
- ☐   ☐ QuickBooks password if you have one \_\_\_\_\_
- ☐   ☐ Copies of December 2017\* bank statements
- ☐   ☐ Copies of December 2017\* and January 2018 credit card statements
- ☐   ☐ Copies of December 2017\* loan statements with payoff balances

#### **We Need From NON-QuickBooks Clients:**

N/A   Included

- ☐   ☐ Check stubs for the entire 2017 year so we can tally your results
- ☐   ☐ January 2017 to December 2017\* bank statements (copies are fine)
- ☐   ☐ January 2017 to January 2018\* credit card statements (copies are fine)
- ☐   ☐ January 2017 to December 2017\* loan statements (copies are fine)

\* If your business tax year does not end December 31, 2017, we need the last month of your fiscal year end