

# Business Checklist

## Tax Year 2018

### 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 2018 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 2018\* bank statements
- Copies of December 2018\* and January 2019 credit card statements
- Copies of December 2018\* loan statements with payoff balances

### We Need From NON-QuickBooks Clients:

N/A   **Included**

- Check stubs for the entire 2018 year so we can tally your results
- January 2018 to December 2018\* bank statements (copies are fine)
- January 2018 to January 2019\* credit card statements (copies are fine)
- January 2018 to December 2018\* 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