

BUSINESS ORGANIZATION
PREPARATION CHECKLIST

- | <u>YES</u> | <u>N/A</u> | |
|------------|------------|--|
| _____ | _____ | Officer Names, Social Security Numbers, Addresses, and Compensation |
| _____ | _____ | Copy of Previous Tax Return (If New Client) |
| _____ | _____ | Dates and Amounts of ALL tax estimates paid |
| _____ | _____ | Revenue Activity Detail |
| _____ | _____ | Obtain ALL of your 1099's from Banks, Credit Unions, Etc. |
| _____ | _____ | Miscellaneous Income Statements (1099-MISC's) |
| _____ | _____ | List of any Grants Received (Including Name and Address) |
| _____ | _____ | Disbursement Activity Detail |
| _____ | _____ | List of any NEW equipment purchases including Date of Acquisition and Purchase Price – Also list of any equipment SOLD or TRADED |
| _____ | _____ | List of ALL Depreciable Assets and Cumulative Asset Depreciation Schedules (If New Client) |
| _____ | _____ | Reconciled Ending Account Balances from Banks, Credit Unions, Etc. |
| _____ | _____ | Ending Account Balances from Investments |
| _____ | _____ | Ending Loan Balance(s) including Interest Paid |
| _____ | _____ | Shareholder Interest & Dividends Paid |
| _____ | _____ | List of ALL draws and personal expenses paid by business for Owner(s)/Partner(s) |
| _____ | _____ | Name(s) and Address(es) of recipients for any scholarships paid. |

ADDITIONAL INFORMATION AND/OR COMMENTS:
