

To enable business clients to prepare for the upcoming tax season we have established the following checklist of items that will be needed, in some cases if necessary, to complete the return. Please review the following and make sure they are part of the items turned in with your bookwork (QuickBooks or other accounting software)

<u>✓</u>	<u>Type of Document</u>
___	Year End Bank Statement(s) and related reconciliations: Checking, Savings, Investment, Cash on Hand, etc.
___	Accounts receivable aging summary (if Accrual Basis)
___	Receipts for Purchases over \$2,500 (ie, autos, equipment)
___	Year End Inventory at cost (not retail value)
___	Accounts payable aging summary (if Accrual Basis)
___	Year End Credit Card Statements Through <u>December 31</u> (Not the December Statement)
___	If Stotler & Young does not provide payroll services: Year End Payroll Liabilities due in December, paid in January
___	If Stotler & Young does not provide sales tax services: Year End sales tax reports that show amount due in December, paid in January
___	Year End Loan Statements showing amount owed at 12/31
___	Federal Form W3 and Officer W2, if company has payroll
___	Verification that all 1099s were filed (Copy of 1096)
___	If company books are in QuickBooks, provide an <u>Accountants Copy</u> with a dividing date of no earlier than January 31 st . If you don't use QuickBooks, please provide a balance sheet, profit & loss, or general ledger.
___	Provide all passwords to open any company documents
___	A list of large purchases and bills of sales (ie: Vehicle or equipment)
___	A list of sold Assets previously depreciated (review your depreciation schedule)