Gregory & Associates
CERTIFIED PUBLIC ACCOUNTANTS

***Information Checklist for Business Tax Returns***
***(Corporations, Partnerships, LLCs, Sole-Proprietors)***

- **Please provide all *year end tax reporting forms*. The most common are:**

  - ✓ Forms 1099
    - Interest Income
    - Dividend Income
    - Miscellaneous Income from Rents, Royalties, Nonemployee Compensation
    - Sales of Stocks, Bonds, Real Estate

- **We will also need:**

  - ✓ Inventory at year end (if applicable)
  - ✓ Accounting records:
    - If you are using QuickBooks, please provide a backup copy (accountant's copy preferred.) Please include the user name and password.
    - If you are not using QuickBooks, please contact us.
  - ✓ Bank statements for all business bank accounts
  - ✓ Business credit card statements for the tax year
  - ✓ Statements reflecting year end loan balances
  - ✓ Loan agreements/documents dated within the tax year
  - ✓ Lease agreements/documents dated within the tax year
  - ✓ Payroll tax returns for the year (W3, W2s, 941, and state forms), if not prepared by our firm
  - ✓ A list of assets sold, junked, donated, etc. during the year
  - ✓ Invoices to support equipment, vehicles, furniture, etc. purchased during the year, including financing agreements
  - ✓ Details of any new company owned life insurance policies
  - ✓ A list of officers and their titles if any changes were made during the tax year

- **New Clients:**

  - ✓ A copy of last year's tax returns
  - ✓ Depreciation schedules
  - ✓ Employment agreements, buy/sell agreements, partnership agreements, etc.
  - ✓ Details of existing company owned life insurance policies
  - ✓ Details of company sponsored retirement plans

***Additional information may be requested during preparation of your tax returns.***