

INFORMATION NEEDED FOR END OF YEAR ACCOUNTING AND TAX PREPARATION

CLIENT _____ TAX YEAR ENDING _____

- _____ Inventory at year end (if applicable).
- _____ Backup copy of QuickBooks (not accountant's copy). Version? Password? (case sensitive)
- _____ Balance sheet as of December 31, 20__ or last month of fiscal year (if no QuickBooks backup is provided).
- _____ Profit & Loss for the period ending December 31, 20__ or fiscal year ending date
(if no QuickBooks backup is provided).
- _____ All bank statements for all bank accounts for tax period or reconciled December statement.
- _____ All credit card statements for tax period if not reconciled through December. If reconciled, statement that includes the last day of tax year.
- _____ All statements for current calendar year or fiscal year showing interest paid (includes line of credit and/or equity line).
- _____ Copy of any new loan financing documents
- _____ Copy of any new lease (identify asset(s) leased).
- _____ Copy of all payroll documents: W-3, W-2, 941's, state forms for calendar year (not prepared by us)
- _____ Health and dental Insurance premiums paid by corporation for officers(S-corps include family members)
- _____ LIFE insurance premiums paid by corporation for officers and who is the designated beneficiary.
- _____ LIFE insurance premiums paid for employees when policy exceeds \$50,000.
- _____ Copy of personal property return form filed for previous year (if not prepared by Sandra R Claytor, CPA).
- _____ Current year pre-printed personal property return form (if applicable).
- _____ Current year pre-printed business license form (if applicable).
- _____ List of any new fixed assets acquired during tax year.
- _____ List of any disposed assets in current tax year.
- _____ Mileage for each vehicle. Business miles _____ Total miles _____ Titled by _____

FIRST YEAR CLIENTS

- _____ Copy of past 3 year's tax return. Include detailed Depreciation Schedule.
- _____ Copy of sales tax reports (if applicable).
- _____ List of all fixed assets - purchase date and cost.
- _____ Notice from IRS acknowledging Filing Status including Sub-S election (if applicable).
- _____ Notice from State Corporation Commission of Organization(if applicable)
- _____ Organization papers for Corporations, S-Corps, Partnerships, and LLC's.
- _____ Copies of Issued Stock Certificates

We will be asking existing clients to provide some of the above info if not already in our files.
This is information that we want to make sure that you have as well as in our files.