

## BUSINESS INCOME TAX RETURN ORGANIZER

Client \_\_\_\_\_

To prepare your business tax returns and annual financial statements the following are required:

\_\_\_\_\_ Copy of Profit and Loss Summary and Detail Reports from Quickbooks or other accounting program

\_\_\_\_\_ List of business Assets and Liabilities - Balance Sheet

\_\_\_\_\_ Information on any changes in ownership or stock holding

\_\_\_\_\_ Checking account monthly statements reporting January 1 through December 31

\_\_\_\_\_ Savings account monthly statements reporting January 1 through December 31

\_\_\_\_\_ Credit card monthly statements reporting January 1 through December 31

\_\_\_\_\_ Copies of any new bank loans

\_\_\_\_\_ Loan balance statement for each business loan as of January 1 and December 31

\_\_\_\_\_ Copies of leases signed during the year

\_\_\_\_\_ Copies of equipment/vehicle/real estate purchase statements over \$2500 per item

\_\_\_\_\_ Copies of equipment sales or trade-ins

\_\_\_\_\_ Inventory as of January 1 and December 31

\_\_\_\_\_ All Forms 1099-K (Merchant Card Reporting) received

\_\_\_\_\_ Original capital stock/owner loan

\_\_\_\_\_ Additional paid-in capital/owner contributions

\_\_\_\_\_ Copies of federal or state tax correspondence received during the year

\_\_\_\_\_ Home office expenses

\_\_\_\_\_ Copies of Payroll Summary, W-3 and W-2's and 1099-NEC/1099-MISC

\_\_\_\_\_ Owner distributions/draws