

BUSINESS INCOME TAX RETURN ORGANIZER

Client _____

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

- _____ Quickbooks Reports: Profit & Loss: Balance Sheet: (send by portal or print or flash drive)
- _____ Copy of Profit and Loss Summary and Detail Reports from Quickbooks or other accounting program
- _____ List of business Assets and Liabilities
- _____ 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
- _____ Are you receiving e-mails from O'Neills? Yes _____ No _____