

## BUSINESS CLIENT ORGANIZER

Client \_\_\_\_\_

To prepare your business tax returns and annual financial statements we will need the following information from you at the end of the tax year:

\_\_\_\_\_ Checking account and savings account balance as of January 1 and December 31

\_\_\_\_\_ Copies of any new bank loans obtained during the year

\_\_\_\_\_ Loan balances for each business loan as of December 31

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

\_\_\_\_\_ Copies of any equipment purchase invoices over \$2500 per item

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

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

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

\_\_\_\_\_ Original capital stock

\_\_\_\_\_ Additional paid-in capital

\_\_\_\_\_ 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

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

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