



Client Name: _____

Client #: _____

The following is a general listing of items we request to assist us in the preparation of your tax returns. Please provide to us any items checked off, or if there are items not checked off that pertain to your business, please provide that information, as well. We ask that you return the information to us no later than _____.

- Update of contact information (address, phone numbers, e-mail, etc.)
- Copy of corporate minutes
- Partnership/Shareholder Agreements
- Buy/Sell Agreements
- Organizational Documents
- Changes in ownership (name(s), addresses, effective date, # of shares/units, cost)
- List of all officers and titles
- Sale of business documents (Purchase agreements, financing statements, etc.)
- Backup copy of QuickBooks file (include username, password, and version)
- Financial Reports (Trial Balance, Balance Sheet, Profit & Loss Statement)
- General Ledger Report
- Listing of all bank and investment accounts (please include account numbers)
- Copies of year end bank statements and bank reconciliations
- Copies of checks and deposit tickets for the year
- Copies of year end statements for investment accounts
- Accounts Receivable & Accounts Payable Aging Reports
- Documentation to support the value of physical inventory on hand at year end
- Fixed asset additions/dispositions (description, date of purchase/disposal, and cost/sales price)
- Tax forms received from 3rd parties (1098s, 1099s, K-1s, etc.)
- Purchase/financing documents for vehicle purchases/trade-ins
- Personal use of company owned vehicles (percentage of time used)
- Copies of quarterly and year end payroll reports (including officers/owners W-2s)
- Amount paid by company for each officer's health and life insurance premiums
- Documents supporting loan amounts to/from shareholders
- Loan statements to verify outstanding principal balances at year end
- Closing documents for any new loans or refinanced loans
- Listing of any business expenses paid personally by owner(s) and amounts paid
- Listing of related entities not prepared by cfd Accounting (provide any intercompany balances or K-1s affecting this company/partnership)
- Copies of tax notices received throughout the year
- _____
- _____
- _____