



CHECKLIST FOR CORPORATE RETURNS

BUSINESS NAME: _____

1. Bank statements for the end of year on all bank accounts
2. Reconciliation reports either printed or available on QuickBooks.
3. Copies of all loan statements as of year end
4. Copies of all credit card statements as of year end
5. Payroll reports:
 - a. W-2 / W3's
 - b. Quarterly 941/943 reports
 - c. Quarterly unemployment (RT-6) reports
 - d. Annual 940 (FUTA) report
6. Copies of 1099's / 1096 issued and received
7. Mileage Log (if claiming mileage)
8. Original receipt/invoice for all new fixed assets, real estate, or vehicles purchased (a fixed asset is typically an item over \$500 that you will use for more than a year)
9. If not a previous client:
 - a. Copies of previous 2 years return including stockholders' basis report
 - b. Depreciation schedule from prior accountant or ability to reconstruct from information given
 - c. Copy of incorporation/ownership paperwork
10. Information on any changes in ownership
11. Has your address changed? New Address: _____

12. Statements for any loan receivables (money owed to company) for the end of the year showing the balance
13. Any pending IRS notices or notices resolved during the year
14. Did you put any of your own money into the business during the year? – Please provide date(s) and amount of the deposit(s)
15. Backup for inventory, accounts receivable, and accounts payable if not available and reconciled on QuickBooks.
16. If using QuickBooks, please provide a backup disk with admin password
17. If using excel or other software, please advise

*** This is a general checklist. Other documents may be required – your CPA will notify you of any questions/additional documentation needed.**