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Taxpayer Checklist for Business Owners

This is a concise though not exhaustive outline of some of the documents we will need when we meet with you.

- A copy of the last three year's Federal and State tax returns
 - o Articles of Incorporation, Partnership Agreement, Operating Agreement, etc.
- Copy of current period balance sheet, income statement, trial balance and general ledger
- Prior year financial statements
- List of all business owners including:
 - o Name
 - o Social Security numbers
 - o Address
 - o Percent of ownership
 - o Date ownership acquired
 - o Detail of distributions
- Schedule of owner fringe benefits received
- Schedule of loans to/from owners including loan agreements
- Details of any related party transactions
- Copies of all payroll forms and 1099 forms for the year
- Amounts of any estimated tax payments
- Listing of interest and dividend income
- Vehicle information and use, including vehicle leases





- Information on any employee benefit plans including retirement plans, health insurance, etc.
- Details of meals and entertainment expense
- Any internal Revenue Service and Department of Revenue correspondence received during the year
- List of any activities in other states
- Details of fixed assets and depreciation schedules

