

Company Name: _____

Tax Year Ended: _____

- QuickBooks files (backup or portable) or online access
- Prepared Balance Sheet and Profit & Loss
- Reconciled bank balances at year end
- Information on asset purchases
 - Provide purchase contract for vehicles & major equipment
- Information on asset sales and disposals
- Credit card statements for year end
- Bank loan statements for year end
- Owner Health Insurance paid during the year
- Owner Life Insurance paid during the year
- Payroll summary: W-3 (total W-2s) is ideal
- Pension Plan Information (if any employer contributions)
- Confirm Beneficial Ownership Registration

New Entity, also include:

- Federal ID #:
- State ID #:
- Bylaws
- Articles of Incorporation or Organization
- Stock Certificates (if any issued)
- S Election Confirmation (if applicable)
- Shareholder/Partner ID (Name, SSN or EIN)