

Company Name: _____

Tax Year Ended: _____

- QuickBooks files (backup or portable)
- Client profit & loss for year
- Reconciled bank balances at year end
- List of accounts receivables at year end
- Inventory (cost basis) at year end
- List of accounts payable at year end
- Information on asset purchases
- Information at asset sales
- 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
- Sales tax reports
- Payroll tax reports for entire year (year end summary report OK)
- Are all assets titled in the business's name? If not, list:
 - _____
 - _____
- Are all the liabilities in the business name? If not, list:
 - _____
 - _____
- Other assets? List:
 - _____
 - _____
- Other liabilities? List:
 - _____
 - _____

New Corporations, also include:

- Federal ID #: _____
- Bylaws
- Articles of Incorporation
- Stock Certificates
- State ID #: _____