

## Taxpayer Checklist for Business Owners

- ✓ A copy of the last three year's Federal and State tax return
  - ✓ 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:
  - ✓ Name,
  - ✓ social security numbers,
  - ✓ address,
  - ✓ percent of ownership,
  - ✓ date ownership acquired and
  - ✓ 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