



BUSINESS TAX CHECKLIST

for

Sole Proprietorships, LLC's, S Corps & C Corps, Rentals

Business Entity Tax and Financial Records

The quality of your business tax return and the timeliness of its preparation depend strongly on obtaining all your tax-related documents and information. Therefore, we have created the following checklist for tax and financial records.

Returning Clients

If any of the following things have changed during 2020 as compared to 2019, we need to update so our records reflect your changes:

- Business name or address has changed.
- Ownership percentage change, or new or existing owners.
- Structure or entity changes (S Corp Election, going from Sole Prop to LLC, multi-entity arrangements, etc.)

General Business Information: (Only needed for new clients or if any information has changed)

- | | |
|--|--|
| <input type="checkbox"/> Previous Years Tax Return (Federal and State) (New Clients only). | <input type="checkbox"/> Business activity. |
| <input type="checkbox"/> Full name of business (with any DBA). | <input type="checkbox"/> Product or service. |
| <input type="checkbox"/> Federal ID #. | <input type="checkbox"/> Business routing and account number for direct deposit or direct payment. |
| <input type="checkbox"/> Business Address. | <input type="checkbox"/> Type of business: S-Corp, C-Corp, LLC, LLP or GP. |
| <input type="checkbox"/> State Withholding #. | <input type="checkbox"/> Routing and account number for direct deposit |
| <input type="checkbox"/> State of Formation. | <input type="checkbox"/> Accountable Plan, As Adopted |
| <input type="checkbox"/> Secretary of State # (if applicable). | <input type="checkbox"/> Shareholder Basis Information |
| <input type="checkbox"/> State corporate #. | ▪Paid in Capital Amounts |
| <input type="checkbox"/> Articles of Incorporation (If applicable). | ▪Owner Full Legal Names, SSNs, Mailing Addresses, Emails, Phone Numbers, Ownership Percentages |
| <input type="checkbox"/> Articles of Organization (if applicable). | |
| <input type="checkbox"/> Form 2553 S Election and acknowledgement received from the IRS (if applicable). | |



We commonly get the question, "Can't I just send you my QuickBooks data?" Yes, but Financial statements and spreadsheets might miss critical information such as Accountable Plan reimbursements, intended 401k or SEP IRA contributions for 2020 paid in 2021, inventory methods, multi-state issues (nexus), estimate tax payments, etc. We also must ask some required IRS disclosure questions about receipts and 1099 issuance. Income statements and balance sheets only get us so far.

Formalized Accounting

If you use QuickBooks or MS-Excel for your accounting records, please make sure your bank reconciliations are completed and all transactions are categorized. Double check your entries after reviewing the rest of the categories on this form. We prefer to get financial data from these programs in MS-Excel or .csv formats since we can make changes and manipulate them easily without ruining the integrity of the original data. We need-

Other Information Required

- A back up copy of Quick Books (Include what year and version you are using).
- If using another bookkeeping software please provide PL, BS, General Ledger, bank and credit card reconciliation summary reports.
- Shareholder, Officer and/or Partner Information: name, address, social security # and percent of ownership (if applicable).
- Balance Sheet for Dec 31
- Profit & Loss Statement (Income Statement) for Jan 1 thru Dec 31
- Please specify if any of these apply: General Partner/LLC Manager, Passive Partner or Foreign Partner.
- Year-end bank statements.
- Year-end business credit card statements.
- Payroll summary reports (W-3, W-2's, 941, 940, DE9, DE9C).
- Loan details from bank or other loan company (detailing the interest and principal paid).
- General Ledger for ALL ACCOUNTS (details every transaction) for Jan 1 thru Dec 31. While we can work with PDFs when it comes to Balance Sheets and Income Statements, G/L data is much easier to work with when in MS-Excel or .csv formats.

If you use online accounting software and you feel comfortable giving us access, please use taxes@davidyorkstaxservice.com as the email address for the accountant invitation. We do not make changes or submit journal entries into your accounting records. If these are needed to be done, we can offer you are bookkeeping services.



Balance Sheet Items (in addition to the data dump above)

- Bank Statements, showing January 2020 and December 2020 cash balances (we need to tie out your cash)
- January 2020 and December 2020 Credit Card Statements
- Equipment Purchases and Dispositions, Including Autos
- New Loans, Paid Loans, to and from the Company
- Loan Statements, Year-End Summaries showing Interest / Principal paid, 12/31/20 Balances.

Ordinary Income and Expenses

Income

- Gross Receipts.
- Returns & Allowances.
- Other Income: Dividends and Interest (please specify).

Cost of Goods Sold

 (These expenses are directly related to the sale of goods)

- Inventory Purchases.
- Materials, Supplies, Labor.

Expenses

- Accounting: Bookkeeping, Tax Preparation.
- Advertisement: Business Cards, Marketing.
- Assets: Computers, Printers, Furniture (Items with a greater value of \$500).
- Bank Charges.
- Business Insurance.
- Commissions.
- Credit Card Fees.
- Dues and Subscriptions.
- Health Insurance.
- Home Office: Rent/Mortgage Interest, Property Taxes, Utilities, Renters Insurance, Square feet of home, Square feet of office space.
- Internet.
- Interest Expense: Mortgage Interest paid on building owned by business, Business Loan Interest, Investment Interest.
- Meals and Entertainment.
- Mileage Expense or Actual Expense (Gas, Repairs, Car Insurance, Interest paid on Vehicle you own, Lease Payment).
- Health Insurance Premiums, Health Savings Account (HSAs), Long-Term Care, Health Reimbursement Arrangements (HRAs)
- Outside Labor (Form 1096 & 1099's).
- Office Expenses: Pens, Paper, Ink, Toner, Other Office Consumables.
- Parking.
- Postage.
- Printing.



- Professional Fees, Lawyers, Consultants.
- Rent: Office Rent, Renting Machinery, Renting Vehicles.
- Repairs.
- Security.
- Supplies.
- Taxes: Estimated Taxes (Federal & State & date paid).
- Telephone: Landline, Fax, Cell.
- Tools.
- Travel: Airfare, Hotels, Uber, Travel Meals.
- Wages & Payroll Taxes (W-3, W-2's, 941, 940, DE9, DE9C). (Separate Officer Wages from employee wages).

Rental Tax Checklist

General Information

- Address of Property.
- Date property was placed as a rental.
- Property Type: Commercial, residential, vacation, land.
- Number of days rented.

Income

- Rental Income received (Note: Security deposits are not considered income.)

Expenses

- Advertising.
- Association Dues.
- Auto & travel.
- Cleaning & Maintenance.
- Commissions.
- Insurance.
- Legal & Professional.
- License & Permits.
- Management Fees.
- Form 11098: Mortgage Interest Paid.
- Painting.
- Pest Control.
- Plumbing & Electrical.
- Repairs.
- Supplies.
- Telephone
- Taxes: Real Estate Taxes Paid
- Utilities.
- Improvements.