

Corporations and Partnerships Checklist

- Check register
- Out of pocket expenses/receipts
- Bank statements for all accounts for the entire year
- Credit card statements
- Loan statements
- Physical Inventory as of 12-31 at cost (not sales price)
- Mileage of all company vehicles (both business and personal miles), including beginning and ending odometer readings for the year
- Mileage of personal vehicle for business use only
- Office in home expenses: including utilities, real estate taxes, homeowner's insurance, mortgage interest, and maintenance
- Assets (equipment, furniture, vehicles, etc.) which were purchased, sold, or disposed of, including the date and dollar amount
- Payroll information (if we are not providing that service)
- Sales Tax information (if we are not providing that service)
- 1099's (if we are not providing that service)
- Safe Harbor Election form (signed)
- Current QuickBooks backup file (if applicable)

Please return this list with your Current Tax Information.