

Documents included? (Electronically, if possible)	Yes	No	N/A
1 Backup of accounting software (eg. QuickBooks, Peachtree, etc.). Send User ID and password as well.			
OR			
Year-end trial balance, preferably in Excel format with account numbers	_____	_____	_____
2 Copies of bank statements and reconciliations for all cash accounts for the last month of the year	_____	_____	_____
3 Accounts receivable listing and schedule of allowance for uncollectible accounts	_____	_____	_____
4 Schedule of assets acquired/transferred/sold showing: - cost/transfer/sales price - date of purchase/transfer/sale - indicate cash proceeds received from individual assets sold	_____	_____	_____
5 Schedule of inventory at year end	_____	_____	_____
6 Schedule of other assets: prepaid expenses, deposits, etc.	_____	_____	_____
7 Accounts payable listing at year end	_____	_____	_____
8 Schedules of other liabilities: accrued payroll, vacation, taxes, and other accruals	_____	_____	_____
9 Reconciliation of salaries per general ledger with W-3	_____	_____	_____
10 Copies of payroll tax returns for all quarters of the year (940, 941s, SUTA, L&I) Please provide a copy of your year-end P/R report showing total wages and hours worked by employee.	_____	_____	_____
11 Copies of all county/city/state business/excise tax returns for the year, including city license fees	_____	_____	_____
12 Amounts paid to or received from shareholders	_____	_____	_____
13 Balance of notes payable/long-term debt, including copies of note balances at year-end	_____	_____	_____
14 Documentation for all new notes payable or receivable	_____	_____	_____
15 Schedule of federal income tax payments made, if any	_____	_____	_____
16 Schedule of shareholder medical premiums and life insurance premiums paid for the year	_____	_____	_____
17 IRS correspondence, if any	_____	_____	_____
18 Schedule of charitable contributions for the year	_____	_____	_____
19 Information on new leases (capital and operating)	_____	_____	_____
20 Line of credit renewal documents	_____	_____	_____