

| Documents included? (Electronically, if possible.) | Yes | No | N/A |
|---|------------|-----------|------------|
| 1. Signed Engagement letter. | | | |
| 2. Backup of accounting software (eg. QuickBooks, Peachtree, etc.) or access to QuickBooks online. Send User ID and password as well. | | | |
| OR | | | |
| Year-end trial balance, preferably in Excel format with account numbers. | | | |
| 3. Copies of bank statements and reconciliations for all cash accounts for the last month of the year. | | | |
| 4. Accounts receivable listing and schedule of allowance for uncollectible accounts receivables at year end. | | | |
| 5. Schedule of assets acquired/transferred/sold showing: cost/transfer/sales price; date of purchase/transfer/sale; indicate cash proceeds received from individual assets sold. | | | |
| 6. Schedule of inventory at year end. | | | |
| 7. Schedule of other assets: prepaid expenses, deposits, etc. | | | |
| 8. Accounts payable listing at year end. | | | |
| 9. Schedules of other liabilities: accrued payroll, vacation, taxes, and other accruals. | | | |
| 10. Reconciliation of salaries per general ledger with W-3. | | | |
| 11. Copies of payroll tax returns for all quarters of the year (940, 941s, SUTA, L&I) Please provide a copy of your year-end payroll report showing total wages and hours worked by employee. | | | |
| 12. Copies of all county/city/state business/excise tax returns for the year, including city license fees. | | | |
| 13. Amounts paid to or received from shareholders. | | | |
| 14. Balance of notes payable/long-term debt, including copies of note balances at year-end. | | | |
| 15. Documentation for all new notes payable or receivable. | | | |
| 16. Line of credit renewal documents. | | | |
| 17. Information on new leases (capital and operating). | | | |
| 18. Schedule of federal income tax payments made, if any. | | | |
| 19. Schedule of shareholder medical premiums and life insurance premiums paid for the year. | | | |
| 20. IRS correspondence, if any. | | | |
| 21. Schedule of charitable contributions for the year. | | | |



Business Tax Year-End Checklist

| Documents included? (Electronically, if possible.) | Yes | No | N/A |
|---|------------|-----------|------------|
| 22. Did the Company incur any research and development expenses? If so, please include details on these expenses. | | | |
| 23. Was the Company required to issue 1099's? If so, please confirm that they were filed and prepare a copy of the forms. | | | |
| 24. Does the Company have offices, employees or sales in other states or countries? If so, please include details on which states/countries. | | | |
| 25. Are the county personal property affidavit(s) (PPAs) being filed by your Company? - If not, would you like Falco Sult's assistance in preparing the PPA(s)? | | | |
| 26. Did the Company's business activities change at all during the year? If so, please include details on the changes. | | | |
| 27. Did the Company's name, dba and/or address change during the year? If so, please include details on the changes. | | | |
| 28. Did any owners' name and/or address change during the year? If so, please include details on the changes. | | | |
| 29. Was there a change in the Company's ownership and/or organizational structure during the year? If so, please provide a copy of the agreement(s) detailing the changes. | | | |
| 30. Does the Company have ownership over any foreign entities? | | | |
| 31. Is the Company owned, in part or in whole, by any foreign individual, entity or trust? | | | |
| 32. Did the Company own or have signature authority over any foreign bank accounts during the year? | | | |
| 33. Did the Company receive any PPP funds that were forgiven in 2023? If so, please provide applicable documentation. | | | |
| 34. Did the Company apply for and/or receive an ERC (Employee Retention Credit) during 2023? If so, please provide documentation related to the amount of credits claimed. | | | |
| 35. Is the Company aware of their requirements under the Corporate Transparency Act (new in 2024), to report information about their beneficial owners for entities created in or registered to do business in the United States? | | | |