



Business Tax Year-End Checklist

| 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 receivables at year end. | | | |
| 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 payroll 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. Line of credit renewal documents. | | | |
| 16. Information on new leases (capital and operating). | | | |
| 17. Schedule of federal income tax payments made, if any. | | | |
| 18. Schedule of shareholder medical premiums and life insurance premiums paid for the year. | | | |



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|--|------------|-----------|------------|
| 19. IRS correspondence, if any. | | | |
| 20. Schedule of charitable contributions for the year. | | | |
| 21. Was the Company required to issue 1099's? If so, please confirm that they were filed and prepare a copy of the forms. | | | |
| 22. Does the Company have offices, employees or sales in other states or countries? - If so, please list which states/countries: | | | <hr/> |
| 23. Did the Company incur any research and development expenses? If so, please include details on these expenses. | | | |
| 24. Did the Company's business activities change at all during the year? If so, please include details on the changes. | | | |
| 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)? | | | |