

What I Need to File Business Tax Checklist

Reminder: *Partnership & S-Corp taxes returns are due March 15, 2018*
C-Corp 2017 tax returns are due April 17, 2018

Financial Information Needed (If not an accounting, review or audit client)

- Copy of financial statements
- Copy of trial balance and general ledger
- Copy of fixed asset reports and current year additions and disposals
- QuickBooks or Peachtree accountant's backup copy of file

Tax Forms Received (provide copies)

- All forms 1099-B, 1099-Div, 1099-Int, 1099-K or 1099-Misc.
- Schedule K-1s received from entities owned (lower tier entities)
- All granted credit certificates issued by federal or state taxing authorities

Information Required for First Year Clients

- Copy of Articles of Incorporation/Organization
- Copy of IRS acceptance letter of S election or previously filed Form 2553
- Copy of last year's federal, state and local tax returns
- List of state ID numbers in which your business has nexus or a presence
- Name, address, and SSN/EIN of each shareholder during the tax year
- List of shareholders' stock ownership

Additional Questions & Information Required

1. Were there any company changes, such as name, DBA, address, entity type, or new companies?
2. Were there any changes in officers this year, such as additions, deletions, changes in status, address changes?
3. Were there any changes in ownership this year?

4. Please list the following shareholder/partner/officer information:
 - a. Officer/Partner Life Insurance premiums where the business is the beneficiary.
 - b. Amount of health insurance premiums paid for partner/shareholder.
 - Indicate if the amount is included on the shareholder's W-2, Box 14.
 - c. Partner/Shareholder/Stockholder loan activity - new loans, payment schedules, interest paid and/or accrued.
 - d. Partner/Shareholder distributions or dividends paid to stockholders.
 - e. Sales or exchanges or property between the owner and company.
5. Provide a list of wages paid to each shareholder and/or officer during the year. Please indicate title/position for current year.
 - Please provide copies of W-2s and W-3, and state & city payroll reports.
6. Accrued wages, bonuses and vacation to all other employees - of the amount accrued at 12/31/17, what amount was paid by 3/15/18 or by the extended due date? Please indicate the amounts associated with any shareholders.
7. Were any political contributions made, including those made through dues? If so, please list date, amount, and payee.
8. Are there any foreign assets owned? If so, please provide details.
9. Were any foreign bank accounts or signature authority for foreign bank accounts? If so, provide name of bank, account number, and highest balance during the year.
10. Were any de minimus fringe benefits included in meals & entertainment expense? If so, how much?
11. Were any club dues paid? If so, list amount and name of club.
12. Were any charitable contributions made? If so, please list amount, date, and charity.
13. Personal Property Tax - of the amount accrued at 12/31/17, how much do you anticipate being paid by 3/15/18?
14. Please provide a schedule of tax payments made for the current year.
 - a. List: date, amount, payee, purpose (return payment, estimate, etc) - list Federal, states, & cities.
 - b. Please provide the expense account where the payments were posted.
15. Provide any copies of correspondence received from federal, state or local tax authorities.
16. List amount of any penalties paid to government authorities. Please provide details if applicable.
17. Were the 2017 1099 forms filed with the appropriate recipients as required by IRS?
18. Will all retirement plan contributions be paid by 3/15/2018?

19. Did you adopt an accounting policy regarding the threshold for expensing fixed asset purchases? If yes, what is that threshold?
20. Are any of the accrued expenses paid to a cash basis related party? If so, provide description of the expense and amount accrued?
21. Reports for business use percentage, mileage, and actual expenses for each owned vehicle.
22. List if there are any new states that you have registered to do business in or withdrew from.
 - a. Property by state.
 - 1) Rent by location if multiple locations.
 - 2) Fixed asset schedule by location.
 - 3) Real and Personal property rented by location.
 - 4) Inventory listing by location.
 - 5) Land by location.
 - b. Sales broken down by state.
 - c. Payroll broken down by state.
 - Please provide copies of year-end payroll summary if available.

**Additional questions may follow based on answers listed above.*