

Business Tax Returns

General Items Needed for Year-End

(Please remember that any documents containing Social Security Numbers, bank accounts, dates of birth, or other confidential information should always be uploaded to your client portal or delivered in-person. Contact me if you need to set up your client portal account or reset your password.)

- Summary of Income and Expenses (if I don't have access) or Receipts (if bookkeeping is needed)
- Payroll Information (if I don't have access)
-Annual W-2s and annual payroll summary reports
- Inventory as of December 31
- Loan documents signed during the year
- Financing and purchase documents of new business vehicles
- Invoices of new fixed asset purchases during year
- Bank statements at December 31 (if I don't have access)
- Credit card statements at December 31 (if I don't have access)
- Business mileage
- Home office information (if applicable) – annual total of home utilities, mortgage interest, real estate taxes, and home insurance