

Items Needed To Prepare a Business Tax Return
(Form 1065, 1120 & 1120S)

The following is a list of the common items we will need in order to complete your business tax return. If you have any questions please give our office a call. (Please return this list to our office with your financial records)

SPECIAL ITEMS NEEDED:

- ___ 1) Copy of prior two years Tax Return (only if new client).
- ___ 2) Copy of prior year Depreciation schedule (only if new client).
- ___ 2) Any IRS or State notices you have received in the last 12 months.

ALL BUSINESSES CLIENTS, PLEASE PROVIDE THE FOLLOWING ITEMS:

- ___ 1) Balances of all Bank loans, Auto loans, Credit Cards.
- ___ 2) Inventory Balance.
- ___ 3) Savings account, Certificate Of Deposits, and Investment Accounts for the year (i.e.: January though December).
- ___ 4) Cash Value Life Insurance statements for each owner/officer (Owned by Company or Company is Beneficiary)
- ___ 5) Amount of Life Insurance Premiums paid for each owner/officer and the beneficiary of each policy.
- ___ 6) Employee Receivable balances at Year End.
- ___ 7) Notes Receivable balances at Year End.
- ___ 8) Total of personal money that was deposited in the Company bank account.

IF YOU ARE NOT A MONTHLY ACCOUNTING CLIENT, PLEASE PROVIDE THESE ADDITIONAL ITEMS:

- ___ 1) Back up of your accounting software, if you use, QuickBooks, Quicken, or Peachtree. (User ID: _____ Password: _____)
- ___ 2) If no back up the Detailed General Ledger, Trial Balance and Financial Statements (Balance Sheet & Income Statement) if possible please export these items to an Excel spreadsheet.
- ___ 3) Bank Reconciliation of the December (or the last month of your fiscal year end) bank statement.
- ___ 4) December bank statement (or the last month of your fiscal year end).
- ___ 5) Year End aged Accounts Receivables including a list of uncollectable accounts at year end.
- ___ 6) Accounts Payable listing by expense classification at Year-End.
- ___ 7) January Check Register for following year. (or first month following your Fiscal Year End).
- ___ 8) Nebraska Sales Tax Return (Form 10) for December which was paid in January.
- ___ 9) Credit Card and ATM Clearing Account balance at Year-End.
- ___ 10) Each Owners Salary or Wages for the year and percentage of time devoted to the business.
- ___ 11) All Quarterly Payroll Tax Returns filed and paid during the Fiscal Year.
- ___ 12) Copies of Form W-3, W-2's and W-3N's filed.
- ___ 13) Copies of 1099's and 1098's filed.
- ___ 14) Distributions paid to each shareholder (if S-Corp or C-Corp).
- ___ 15) Real Estate Tax Statements for current year (due in the following year)
- ___ 16) Amount of Health Insurance premiums paid for each owner/officer.
- ___ 17) Information on the Sale or Purchase of Equipment, Leasehold Improvements, or Vehicles.
- ___ 18) Copy of any new Loans & Leases for Buildings or Equipments, this includes if you re-wrote an existing notes.
- ___ 19) Copy of Company Credit Card Account Statements for the current year.

IF ANY OF THE FOLLOWING PERTAIN TO YOUR COMPANY, PLEASE ALSO SUPPLY US WITH THE ADDITIONAL INFORMATION:

- ___ 1) Stock Issued, Sold or Transferred – Copy of your Stock Ledger showing the transfer of stock.
- ___ 2) Company Owned Vehicles – Need total miles driven and percentage of business use.
- ___ 3) Corporate Minutes – Copy of any minutes for any meeting this year.
- ___ 4) Transactions Between Company and Owner(s)

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT OUR OFFICE
402-564-5827, 402-558-6922, or 402-402-4284