

**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) Copies of previous two years' tax returns (only if new client).
- ___ 2) Copy of prior year Depreciation Schedule (only if new client).
- ___ 2) IRS or state notices received in the last 12 months.(if any).

ALL BUSINESS CLIENTS, PLEASE PROVIDE THE FOLLOWING ITEMS:

- ___ 1) Account balances on all bank loans, auto loans, and credit cards.
- ___ 2) Inventory balance.
- ___ 3) Savings, 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 amount 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. Please provide User ID: _____ & Password: _____
- ___ 2) If unable to provide digital back-up, please provide 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 bank statement (or the last month of your fiscal year-end).
- ___ 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's 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) Annual salary or wage for each owner and percentage of time devoted to the business.
- ___ 11) All Quarterly Payroll Tax Returns filed and paid during the fiscal year.
- ___ 12) Copies of the following forms filed: W-3, W-2 and W-3N
- ___ 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 the following year)
- ___ 16) Amount of Health Insurance premiums paid for each owner/officer.
- ___ 17) Information regarding the sale or purchase of equipment, leasehold improvements, or vehicles.
- ___ 18) Copy of new loans & leases for buildings or equipment. This includes existing notes that were re-written.
- ___ 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 minutes from any meeting this year.
- ___ 4) Transactions between Company and Owner(s)

If you have questions, please feel free to contact our office at 800-401-4284.