Barrett Accounting & Tax LLC

Licensed Certified Public Accountant and Federal Authorized Tax Practitioner
Office: (847) 550-0788
65 South Old Rand Road
Lake Zurich, Illinois, 60047
www.barrettaccountingandtax.com

CORPORATIONS-PARTNERSHIPS- LLC'S TAX RETURN CHECKLIST

In order to accurately and timely prepare your Corporate or Schedule C tax forms, please provide us with the following. <u>If we are already serving you as a Bookkeeping client</u>, the majority of these requests will not be applicable. The information can be dropped off at our office or sent to us via our website using the SEND/RECEIVE PORTAL.

1. **ALL NEW CLIENTS** - provide an electronic or hardcopy of your prior year's tax returns and copy of prior year FULL depreciation schedules.
2. **ALL CLIENTS-** Provide us with the total number of employee W-2s filed by your business in 2017.
3. **ALL NEW CLIENTS AND CLIENTS FILING INITIAL BUSINESS RETURN**-provide copies of Incorporation document, Sub S Election Acceptance (S Corp) and IRS EIN assignment, where practical.
4. QUICKBOOKS users provide your edition/year, login____________, password____________ and backup file on a USB stick or via Leapfile.
5. NON QUICKBOOK CLIENTS provide copies of your Balance Sheet and Profit and Loss Statements- SUMMARY and DETAILED (CASH BASIS or ACCRUAL BASIS) as of 12/31/2017 and for year ended 12/31/2017. If you are not sure which BASIS to use, please refer to prior year tax returns for Form 1120, 1065 or 1120-S or call us.
6. Provide detailed listing of new fixed assets purchased during 2017 including **date and cost.**
7. Have you financed any major equipment purchases this year? If yes, provide details.
8. Using your prior year depreciation schedule, provide listing of any assets sold or scrapped and indicate **sales price and date sold or scrapped.**
9. Loan statements as of 12/31/17 (or Fiscal YE date) to establish interest expense and ending loan balance
10. Inventory (take physical count) Total Value at cost on 12/31/2017 or (Fiscal YE date)
11. 2017 W-3 and Form 941 and Form 940 reports along with IDES quarterly reports
12. 2017 State & City sales tax reports

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13. Were you required to issue 1099s for 2017? Yes? No? Not Sure? If yes, please provide copies of all issued 1099's and the 1096. If unsure, please contact us.

14. Bank and Credit Card Statements for 12/31/2017 along with your December 31, 2017 bank account and credit card reconciliations.

15. For businesses using vehicles where they choose to report either the mileage rate or actual expenses, please provide total mileage driven in for each vehicle driven or owned.

16. Forms 1099-K that were issued to you from credit card merchants.

17. Did the business pay health insurance? Yes____ No____ If yes, provide summary of health insurance premiums paid.

18. Did you receive any notices from the IRS, State Revenue or State Unemployment Offices in 2017 that we were not notified of? If yes, provide copies.

Completed and submitted to BAAT, LLC by:

Name of Officer and Company Title Dated