

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, Partnership or Schedule C (self-employed) tax forms, please provide us with the following. **If we are already serving you as a Bookkeeping client, the majority of these requests will not be applicable. The information can be mailed, FED EX, dropped off or sent to us via our website using the SEND/RECEIVE PORTAL. PLEASE do not send sensitive information to us in an email.**

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 2019.
 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 via Leapfile or QBO.
 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 12/31/2019 and for year ended 12/31/2019. 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 2019 including **date and cost**.
 7. Have you financed any major equipment purchases in 2019? 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 during 2019**.
 9. Loan statements as of 12/31/19 (or Fiscal YE date) to establish interest expense and ending loan balance
 10. Inventory (take physical count) Total Value at cost on 12/31/2019 or (Fiscal YE date)
 11. 2019 W-3 and Form 941 and Form 940 reports
 12. 2019 State & City sales tax reports
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13. Were you required to issue 1099s for 2019? 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 12/31/2019 along with your December 31, 2019 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 2019 that we were not notified of? If yes, provide copies.

Completed and submitted to BAAT, LLC by:

Name of Officer and Company Title Dated