BUSINESS TAX ORGANIZER

Start up Checklist

Business Tax Organizer

If we did not prepare your prior year returns, please provide a copy of your federal and state returns for the previous year.

Organization Name _____

Telephone Number _____

Street Address _____

Cash or Accrual _____

City _____ State _____ Zip _____ County _____

Type of Entity _____ Start Date _____ EIN _____

Bank Account Login: Username _____ Password _____

Security Answer _____ Name of Bank _____

Credit Card Login: Username _____ Password _____

Security Answer _____ Type of Card _____

Last Four Digits of Your Companies Bank Accounts: _____

Last Four Digits of Your Companies Credit Card Accounts: _____

Brief Description of your Business and its Activities:

Further Comments or Explanations:

Items to Provide

- ☐ **1.** Copies of cancelled checks or access to cancelled checks.
- ☐ **2.** Receipts for cash paid items or items NOT included on bank statements.
- ☐ **3.** Access to download bank information or provision of statements downloaded in Excel format (not PDF).
- ☐ **4.** Access to download credit card information or provision of statements downloaded in Excel format (not PDF).
- ☐ **5.** Details of partner or member ownership changes.
- ☐ **6.** For each partner or member, list their taxpayer identification number, address, percentage of ownership, general, or limited classification and relationship, if any, to other partners.
- ☐ **7.** Copy of most recent operating agreement.
- ☐ **8.** Schedule of all payments or distributions to or for partners or members including descriptions and amounts.
- ☐ **9.** Schedule of loans, including interest rates and payment schedules.
- ☐ **10.** Copies of all federal and state payroll reports filed including Forms W-2 or W-3, 940, 941.
- ☐ **11.** Copies of Forms 1096 or 1099, 5500, 1042, 8804, 8805, 5471, 8865, 8858, and 8886 that have been filed.
- ☐ **12.** Copies of Forms 1099, 5471, 8865, 8858, 8886 and Schedules K-1 that have been received.
- ☐ **13.** Schedule of assets acquired or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions.
- ☐ **14.** Copies of correspondence with tax authorities regarding changes to prior year returns.
- ☐ **15.** List of the different types of insurance that the company has and the names of the companies.
- ☐ **16.** Vehicle and mileage data for passenger vehicles OWNED by the company.
- ☐ **17.** Asset depreciation schedule.

Please answer the following questions and provide supporting documentation for any question answered "Yes":

Y	N		
		1.	Do you conduct your business out of your home?
☐	☐	**2.**	Did you materially participate in the operation of the business during the year?
☐	☐	**3.**	Were any assets purchased during the year?
☐	☐	**4.**	Were any assets sold, retired or converted to personal use during the year?
☐	☐	**5.**	Did you have a bookkeeper that prepared a profit and loss statement and balance sheet for your company?