

2017 Business Tax Return Organization Checklist

This organizer is to assist you in gathering documents for the preparation of your tax return. Please note, not all items may be applicable. If they are not applicable please check N/A.

1. Accountants Copy of your QuickBooks File or a detailed schedule of your income and expenses if software is not used Prepared | NA
2. Year-end bank and credit card statements and reconciliations Prepared | NA
3. Year-end payroll reports and 1099 forms for the 2017 year Prepared | NA
4. Year-end loan statements for loans, including auto loans Prepared | NA
5. Has the business updated meeting minutes or corporate documents for the year? Prepared | NA
6. If there are any changes in business owners please include: Prepared | NA
 - a) Name,
 - b) Social Security Numbers,
 - c) Address,
 - d) Percent of ownership,
 - e) Date ownership acquired and
 - f) Detail of distributions
7. Schedule of loans to/from owners including loan agreements Prepared | NA
8. Details of related party transactions, if any Prepared | NA
9. Estimated tax payments (if QuickBooks is not provided) Prepared | NA
10. Vehicle information about business and personal mileage Prepared | NA
 - a) Year, make and model of vehicle
 - b) Total Miles Driven
 - c) Business percentage of miles driven or actual business miles
 - d) Commuting mileage
 - e) Please confirm your business does track and have evidence to support the claimed business use.

11. Purchase and/or lease documents for any large purchases, such as automobiles, equipment leases and real property Prepared | NA
12. Review prior year depreciation schedule and indicate if there were disposals of fixed assets? Were these disposals recorded on books? Prepared | NA
13. Information and support for calculations of employee benefit retirement plans Prepared | NA
14. Internal Revenue Service, Department of Revenue or any other tax authorities, correspondence received during the year. Prepared | NA
15. Did the organization conduct business in any state other than CA? Prepared | NA
16. Did organization include taxable Fringe benefits such as health insurance, group term life, non-accountable expenses on employee's forms W2? Prepared | NA
17. Does the organization pay life insurance premiums (other than group term life) for officers of the corporation? To which account were the premiums recorded? Prepared | NA
18. Did the corporation pay penalties or fines during the year.? Prepared | NA
19. Are there any unpaid expenses to the member, owner or shareholder at year end? Prepared | NA

