



Corporation Income Tax Return Checklist

- Balance Sheet* (Including the comparative with last year)
- Profit & Loss Statement* (Including the comparative with last year and the dollar change)
- End of the Year Bank Statement*
- End of the Year Credit Card Statement*
- Bank reconciliations* (If you had bookkeeping done for your business)
- General Ledger for the Tax Year* (If you had bookkeeping done for your business)
- POS reports* (for the full year) or *Sales Tax Returns* (for all four quarters) if you sold a product
- Form *1099-K, 1099-MISC*, etc. from Merchant Service Platforms or online sales platforms (if you sold a product)
- Aged Accounts Receivable Report* (if bookkeeping was done for your business)
- Year-End Inventory* – if any
- Aged Accounts Payable* – if any
- Forms W2s & W3* – and match with the payroll and payroll tax on Profit & Loss Statement
- Forms 1099 & 1096*
- Form 8846* tip credit reporting (if applicable - typically restaurants)
- Notes Receivable and Payable Balances* at Year end (if you have a loan)
- Schedule of *Fixed assets* purchased during the year
- The amount of *Medical Insurance* paid for each shareholder
- Amount distributed to shareholders if S-Corp.
- If the company is new, please forward *copies of the incorporation papers and operating agreement* if LLC. Be sure to advise of all states where your corporation is transacting business and to forward for the state returns the below information by state (State ID #, sales, inventory, fixed assets, rent and payroll).
- Last year's *Corporation Income Tax Return* including Depreciation schedule (if we did not prepare your tax return last year)
- Detail of PPP, EIDL, CA grants, etc.* (if you received any amounts from these programs)
- PPP Loan Forgiveness* (what was the amount forgiven, if your received funds and applied for forgiveness)
- 1099 G* from the State for any state grants

I will upload my documents on this upload link – separately from my individual tax documents
Click here to upload files directly to our secure portal:

<https://factprofessional.sharefile.com/share/getinfo/ra0a628d5e7a44c16a33f2d4dbd6d2aa6>