

***TAX RETURN CHECKLIST
FOR ENTITY TAX RETURNS
(c corporations, s corporations, partnerships,
LLCs, trusts, estates, gifts, non-profits,
foundations)***

Read through the following list as a reminder of what may be needed to complete your tax return. Check with us and we can let you know exactly which of the following pertains to your return(s).

- ⇒ **Financial statements** - we would prefer to see your data file than to have you print reams of paper. You can post a backup of QB or PT to your portal folder (not a copy, please) for us to download, work with and repost for you (this requires an appointment so we can work on your books and send them back within a day or two); **OR** you can post a backup of QB or PT to the portal and we will provide you with journal entries for you to enter into your books at a later date; **OR** you can provide us with a flash drive with a backup of your QB or PT and we will give you an update on the flash when we are finished, with journal entries for you; **OR** we can work remotely or in person directly on your system to clean up your books and tie them to prior year return (this requires an appointment, too, since you will not be able to work on your system while we are working on it remotely or in person). Talk with us and together we will determine what will work best for you. OK?
- ⇒ **General ledger and list of journal entries** (see Financial statements above)
- ⇒ **Bank statements and reconciliations**, especially year end December 2011 and January 2012
- ⇒ **Check registers**
- ⇒ **Investment account statements**
- ⇒ **Aging reports for receivables and payables**
- ⇒ **List of assets purchased/sold/disposed of during the year** – include bills of sale/purchase

- ⇒ **Notes, leases** – amortization schedules, new note contracts
- ⇒ **Payroll reports** for all 4 quarters, and year end
- ⇒ **Any Changes in Ownership or Capital Structure**—ie list of new shareholders/partners with equity contributions; loans made to entity or reimbursed to shareholders/partners/members
- ⇒ **Trust documents**
- ⇒ **Partnership/LLC operating agreements**
- ⇒ **Fair market valuation for gifts** -- as well as donor's basis
- ⇒ **For nonprofits and foundations** – change in board members; change in mission; list of significant donors; description of activities for the year