

***TAX RETURN CHECKLIST
FOR ENTITY TAX RETURNS
(IE 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** (or **data backups** – not copies or “accountant’s copies”) – of Peachtree or QuickBooks or Quicken files)(these can be e-mailed – give us a call and we will explain how or you can drop them off or mail them to us)
- ⇒ **General ledger and list of journal entries** (if we don’t get a data backup)
- ⇒ **Bank statements and reconciliations**, especially year end December 2009 and January 2010
- ⇒ **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
- ⇒ **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