

What to Bring - Corporate Tax Preparation

1. Monthly Bank Statements or Profit and Loss Statement or Excel Spreadsheet/PDF (to verify income received and expenses)
2. Monthly Check Registers
3. Monthly Payroll Reports, if applicable
4. W2, W3, 1099, and 1096 forms if issued
5. 1099-K (issued from credit card company)
6. K-1 Statement from Business Activity
7. Year end credit card statement(s) or summary
8. All assets purchased for the business, including cost and date of purchase
9. Listing of Business Loans, including principal amount, date of loan, and any loan documentation, including loan amortization schedule
10. Jump Drive of Financial Activity, if available
11. Detailed General Ledger, if available
12. Balance Sheet, if available
13. Federal and State estimated tax payments, if any
14. Forms 941 and 940, if available
15. Prior year's federal and state tax returns **(if new client)**
16. Annual Registration Receipt of Payment

We need all applicable information in order to complete your corporate tax return. If you have any questions please email us at cpa@atozaccounts.com

Please sign and deliver with your tax documents to verify you have all documentation needed to complete your corporate tax return.

Signature_____

Date_____