

## 2018 Business Tax Information Checklist

### Business Tax Return Information Needed:

- 12/31/18 Loan balances and 2018 Interest Paid for all business loans ex. Bldg, auto etc
- Listing of fixed assets purchased with date acquired
- For any new loans or financed assets we will need copies of the purchase and loan agreement
- For any vehicles purchased we will need copies of the sales contract and the financing contract
- Dec 2017, Dec 2018 and preferably Jan 2019 Bank Statements
- A schedule of any changes to ownership

In addition to the above, if we handle your bookkeeping records and you are not on LedgerSync please be sure you have provided us the following:

- Jan – Dec 2018 bank statements and check register (If Dec 2018 statement does not include full month of December be sure to also provide the January 2019 statement)
- Jan – Dec 2018 Credit Card statements (If Dec 2018 statement does not include full month of December be sure to also provide the January 2019 statement)

If you handle your bookkeeping records, please provide us the following:

- Quickbooks accountants copy preferably or portable file
  1. please note QB version \_\_\_\_\_
  2. User Name \_\_\_\_\_ and Password \_\_\_\_\_
- If you do not use Quickbooks please be sure to provide:
  1. Printed Income Statement for Jan – Dec 2018 and Dec 2018 Balance Sheet (be sure to provide it on the tax basis – i.e. cash basis if you are cash basis for tax, accrual basis if you are accrual basis)
  2. Account Detail for any auto expense account, miscellaneous account, shareholder distributions, fixed assets, office expense

**\*\*\*Please take a moment to make sure we have current contact information\*\*\***

Name:	_____	Telephone Information
		Home: _____
Address:	_____	Work: _____
	_____	Cell: _____
Email:	_____	