**SMALL BUSINESS TAX CHECKLIST**

**CASH BASIS ONLY**

**New *BUSINESS* client required items:**

* Copy of your Articles of Organization, Formation or Incorporation, Operating Agreement
* Original EIN Issuance Letter
* S Corp Election
* Prior Year’s Federal & State(s) Business Tax Returns including K-1s and all schedules
* Shareholder Basis Information (paid in capital, owner names, addresses, ownership, etc.)
* Proof of identity for taxpayer(s) on returns (Social Security card & photo ID)

**Income Items**

* YTD Profit &Loss and Balance Sheet (for both Income & Expenses) – Cash Basis
* QuickBooks Data File – please make sure all balance sheet accounts have been reconciled and all transactions are categorized. Only provide Portable Copy. If your engagement includes bookkeeping work ($50/hr), you may provide an accountant’s copy so that we can import our tax adjustments into your live file.
* 1099 Misc Forms (Box 7 should be checked)
* 1099-Ks (issued by merchant card providers, such as PayPal and Google)
* Accounts Receivable Balance as of 12/31/XX- verify all customer balances are correct
* Sales Taxes – provide all tax returns and confirm if gross revenue includes sales taxes