Tax Season Checklist

- Reconcile all your checkbooks and savings accounts before you send us your QuickBooks file
- Reconcile all your credit cards before you send us your QuickBooks file
- If you have paid for expenses personally, and they are NOT reflected in QuickBooks, please give us a list including the date of purchase, what was purchased and how much it costs
- If you use a personal vehicle for your business – we need:
  - The make and model of the vehicle
  - The date first used for business
  - The total mileage
  - The total business mileage
  - The distance to your place of work – and the total number of commuting miles
- If you have a business car that has any personal use – we need:
  - The total business miles
  - The total personal miles
- Send us copies of:
  - All credit card statements that include 12/31 of the current tax year
  - All bank statements that include 12/31 of the current tax year
  - All line of credit statements that include 12/31 of the current tax year
  - Any loan statement that includes 12/31 of the current tax year
  - All new lease agreements that you entered into in the current tax year
  - Your corporation’s annual minutes
  - Payroll reports (all quarters), if we didn’t do the returns
  - Current tax year sales tax report
- QuickBooks Data
  - Please DO NOT send an accountant’s copy
  - Please give us your password and the version of QuickBooks that you use.
  - You may now email us your QuickBooks backup file through our secure website!
  - If you have any issues, feel free to contact us and we will help you!

This list is for your business return. If you have any questions, please do not hesitate to contact us by phone at (480) 993-0660.