Fiduciary Clients: 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 cost.
- If you use a personal vehicle for your estate or trust – we need
  - The make and model of the vehicle
  - The date first used for the trust or estate
  - The total mileage for the period
  - The total estate or trust mileage
- 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
- Send us copies of your QuickBooks backup file (.qbb file)

IMPORTANT information regarding QuickBooks below, please read!

- 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 website!

If you have any issues, feel free to contact us and we will help you!