



## **Back Work Checklist**

The following are items which we will need to begin processing your accounting work:

- Past 3 years business and personal tax returns.
- Most recent business Financial Statements (including Balance Sheet).
- Check stubs, bank statements, cash receipts for the months we will process.
- Most recent bank reconciliation for each business bank account.
- Terms of all loans and leases (interest rates, monthly payment, date loan began, and term of the loan).
- Copy of Articles of Incorporation/Organization
- List of business assets and associated cost(s) (if you purchased an existing business, then please provide a copy of the purchase agreement).
- Federal ID number, State ID number, copies of current year 941's, unemployment and sales tax returns filed.
- Payroll records showing taxes withheld for all persons employed during the last year.
- Any correspondence from the IRS and/or State Department of Revenue, and all tax forms not yet filed, (sales tax returns, 941's 940, state unemployment).
- List of business expenses paid out of personal account.
- Any estimated tax payment(s) made in the current year or estimated tax worksheet for the current year.