

BUSINESS TAX RETURNS - 2011 CHECKLIST

(Please sign and return this checklist with your tax information. Thank You!)

This list is **not** inclusive and some items may not apply. It is a guide to assist you in gathering your information for our office to prepare your business tax return OR your Schedule C. Backup documentation for all deductions will be required in the event of an audit.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Address change
<input type="checkbox"/>	<input type="checkbox"/>	Check register (if provided in the past)
<input type="checkbox"/>	<input type="checkbox"/>	**NEW** I/We do not want the business return electronically filed. I/We will MAIL it.
		Year end statements from the following:
<input type="checkbox"/>	<input type="checkbox"/>	Checking accounts
<input type="checkbox"/>	<input type="checkbox"/>	Savings accounts including interest <i>earned</i>
<input type="checkbox"/>	<input type="checkbox"/>	Loan accounts including year end balances and interest <i>paid</i>
<input type="checkbox"/>	<input type="checkbox"/>	Credit card accounts
<input type="checkbox"/>	<input type="checkbox"/>	FOREIGN bank accounts (do you have any?)
<input type="checkbox"/>	<input type="checkbox"/>	Purchase papers on any vehicles, equipment, trailers, etc. purchased during the year
<input type="checkbox"/>	<input type="checkbox"/>	Purchase / Sale paperwork for any rental or investment properties
<input type="checkbox"/>	<input type="checkbox"/>	List of expenses not reimbursed by business (paid personally)
<input type="checkbox"/>	<input type="checkbox"/>	Mileage (if applicable) - mileage separated for Jan-June and July-Dec
<input type="checkbox"/>	<input type="checkbox"/>	If providing totals for expenses, 12/31/2011 ending checkbook balance
<input type="checkbox"/>	<input type="checkbox"/>	PAYROLL records if not completed by our office (i.e. ADP, Paychex, etc)
<input type="checkbox"/>	<input type="checkbox"/>	Sales tax paid during 2011, including amt to be pd in Jan 2012 for Dec 2011
<input type="checkbox"/>	<input type="checkbox"/>	1099-K from credit card co and Paypal type co **NEW**
<input type="checkbox"/>	<input type="checkbox"/>	1099-MISC forms that you have received (include for Schedule C)
<input type="checkbox"/>	<input type="checkbox"/>	If construction business or real estate investor, closing documents on purchase and sales of property
<input type="checkbox"/>	<input type="checkbox"/>	Have you transacted any business out of state, have any payroll out of state, or own property out of state? If so, please bring details regarding state(s), income, expenses, property value, etc.

QuickBooks, Quicken, or Peachtree users:

Please provide the following reports as of 12/31/2011 (cash basis):

- Balance Sheet summary
- Balance Sheet detail on following categories: equipment, vehicles, computers, shareholder distributions
- Profit and Loss summary
- Profit and Loss detail on all expense categories

QuickBooks or Quicken users:

Feel free to give us a backup copy of your information on a disk or flash drive (QB 2010 or earlier version only). You may also export the reports to a pdf. Please call or email Jackie or Robin for instructions (jackie@jonilcraftpa.com or robin@jonilcraftpa.com).

Owner Signature

Company Name

Date