

## BUSINESS TAX RETURNS - 2016 CHECKLIST

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

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

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<b>MAIL</b> <i>Return will be e-filed. If you prefer to mail it, please check YES on this line.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Address change
<input type="checkbox"/>	<input type="checkbox"/>	Check register (if provided in the past)
		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"/>	<b>FOREIGN bank accounts (do you have any?)</b>
<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) <b>IRS requires a mileage log be kept</b>
<input type="checkbox"/>	<input type="checkbox"/>	If providing totals for expenses, need the 12/31/2016 ending checkbook balance
<input type="checkbox"/>	<input type="checkbox"/>	If providing totals for expenses, travel, travel meals & entertainment must be separated
<input type="checkbox"/>	<input type="checkbox"/>	PAYROLL reports (quarterly reports and W2s) if not completed by our office ( ADP,Paychex, etc)
<input type="checkbox"/>	<input type="checkbox"/>	Sales tax paid during 2016, including amt to be pd in Jan 2017 for Dec 2016
<input type="checkbox"/>	<input type="checkbox"/>	<b>Were payments made that required 1099(s) to be filed?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>If yes to above, were 1099s actually filed.</b>
<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 12/31/2016 (cash basis):

- Balance Sheet standard
- Balance Sheet detail on following categories: equipment, vehicles, computers, shareholder distributions
- Profit and Loss standard
- 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 2016 or earlier version only). You may also export the reports to a pdf. Please call or email Renee, Robin or Kim for instructions (renee@jonilcraftpa.com, robin@jonilcraftpa.com or kim@jonilcraftpa.com).

Owner Signature

Company Name

Date