

Corporate and Partnership Tax Information Checklist

For all companies:

- ◆ A backup of Quickbooks, Peachtree, Quicken, or Excel file with the company's records. **Be sure you have reconciled your bank and credit card accounts through at least December 31, and that you have made all of the adjustments you are going to make to last year's records.** If you make changes after we receive the company's records, the company's return will cost more.

OR

- ◆ A copy of the company's checkbook and bank statements covering January 1 to December 31. If the company's records are in Quickbooks or Peachtree, and the bank account is reconciled every month, we do not need these.

OR

- ◆ A summary of the company's income, expenses, and fixed asset purchases; the year-end balances for the company's bank accounts and any loans; the year-end inventory value; and the total amount distributed or contributed from shareholders, and loaned to or from shareholders. Use this method if you do not keep the company's records in accounting software, and prefer to summarize the company's transactions yourself.
- ◆ A copy of the minutes of any shareholders and/or board of directors meetings held during the last year.
- ◆ A list of property, cash, and/or services **contributed** by each owner during the last year.
- ◆ A list of property, cash, and/or services **distributed** to each owner during the last year.
- ◆ A list of any barter income or expenses for the last year.
- ◆ A copy of the paperwork for any loans, leases, or other contractual obligations in existence during the last year.
- ◆ A copy of the company's 1099s and 1096, if we did not prepare them.
- ◆ A copy of the company's W-2s, W-3, 941s, OES-3s, and 940, if we did not prepare them.
- ◆ Any changes in officers and/or stock ownership, if not covered in meeting minutes.
- ◆ A copy of the current retirement plan document, if the company has a retirement plan (including a SEP).
- ◆ A copy of the current expense reimbursement policy, if the company reimburses for mileage or other expenses.
- ◆ A copy of the current medical reimbursement policy, if applicable.

If this is the company's first year to file a return:

- ◆ A copy of the company's incorporation paperwork and bylaws, or partnership or LLC agreement.
- ◆ A copy of the company's Oklahoma business registration packet, if filed.
- ◆ A copy of the company's S-election (Form 2553), if applicable.
- ◆ A copy of the company's SS-4 (Application for Tax ID Number), if applicable.
- ◆ A copy of the IRS letters assigning a Tax ID Number, and approving the company's S-election, if applicable.
- ◆ Names, addresses, Social Security Numbers, and number of shares or ownership percentage for each owner.
- ◆ A list of property, cash, and/or services contributed by each owner in exchange for ownership interests.

If this is the first year we are preparing the company's return:

- ◆ A copy of the company's incorporation paperwork and bylaws, or partnership or LLC agreement.
- ◆ A copy of the company's 3 prior years' income tax returns, franchise tax returns, and business personal property renditions.
- ◆ Basis schedules for each owner.
- ◆ Depreciation and amortization schedules for any fixed assets.