



BUSINESS TAX RETURN DOCUMENT SUGGESTIONS

New Clients:

- Prior year tax return
- Tax preparation fees
- LLC Organization Agreements
- Shareholder schedules

Income Records

- Contractor income: 1099s,
- Investment income: 1099-Int, 1099-Div,
- Sole Proprietorship: Profit & Loss for Schedule C
- Partnership income: 1065 K-1

Financial Statements

- Balance Sheet as of the last day of the year
- Profit & Loss or Income Statement for the year
- General Ledger for the year
- Adjusted Trial Balance
- Adjusted Journal Entries
- December Reconciliation and Bank Statement for each bank account and credit card
- December loan balances

Expenses

- Employment forms: W-3, W-2
- 1099-NEC and 1099-MISC forms issued