# BUSINESS DOCUMENTS CHECKLIST

Below is a list of important documents that should be submitted to us (or copies of such). These can be uploaded to our secure portal, mailed, or brought to our office in person. They should NOT be sent by text or email. Please do not text or email photos of documents.

- ☐ If you are a new client, bring a copy of your prior year federal, state, and Personal Property Tax returns
- ☐ If you use Quickbooks desktop, send us an accountant copy or backup copy of your QB file on a flash drive or through our portal. We also need the version and password.
- ☐ If using QBOnline, please invite us to access it from the “Manage Users” screen in your account.
- ☐ Names, addresses, and SSN for any new owners
- ☐ Flash drive or backup of excel files used for your business
- ☐ Final payroll report for the year end
- ☐ Any 1099s received by the business
- ☐ List of all 1099 forms issued (required for all payments of $600 or more to an individual)
- ☐ Copies of December and January bank statements (if using calendar year end)
- ☐ Copies of credit card statements for December and January
- ☐ Documents for any new loans from or to the business
- ☐ Copies of W-3 and W-2s issued by the business
- ☐ Form 940
- ☐ Fixed assets schedule
- ☐ Copies of invoices for new asset purchases