

2020 ENTITY INFORMATION CHECKLIST

This is a list of the most common items we'll need to complete your entity income tax returns. We will contact you if we need any additional items.

- ***WE MUST HAVE YOUR SIGNED ENGAGEMENT LETTER (Gold or lavender letter) WITH YOUR TAX DOCUMENTS TO PUT YOU IN LINE FOR PREPARATION***
- ***PLEASE review the list of assets*** on the enclosed depreciation detail and note any sold/junked items. Include copies of purchase agreements for all new assets.
- If you have employees, copies of the W-3, W-2s and quarterly payroll reports that you filed
- 1099s and 1096 forms that you filed
- All 1099 forms received confirming income from interest, dividends, non-employee compensation and 1099-Ks from merchant service providers.
- If using QuickBooks for bookkeeping, please provide a copy or back up of your data including your password and version. If you do not use QuickBooks, then we will need a printed balance sheet, profit & loss and a detailed general ledger
- Year-end statements of interest paid/loan balances on all loans, even if paid off during the year
- List of incomplete jobs as of December 31st if you are in construction
- If you have health care benefits, details of your health insurance coverage for shareholders/members vs. employees
- If your entity receives K-1s from other entities - copies of all LLC, Partnership or S-Corporation K-1's
- Business mileage even if you are claiming actual auto expenses. We need to know:
 - Total miles, commuting miles, and business miles driven for the year
 - If you lease your car or are not taking the auto mileage above, please ALSO provide:
 - Original value of the car (what you could have bought it for with cash) and copy of the lease, and all expenses for lease payments, gas, car washes, licenses, insurance, tires, repairs and any other out of pocket costs
- Copies of any federal, state or local tax correspondence during the year
- All legal documents for formation, sale or purchase of a business during the year
- ***New entities/clients:*** Copies of prior federal and state returns, detailed depreciation schedules (at least one year), entity documents such as operating agreement, by-laws, etc.