

# CORPORATION/PARTNERSHIP CHECKLIST

\_\_\_\_\_ 1099s Received - Income (whether in Corp/Partnership name or individual name)

\_\_\_\_\_ Income for the Corporation

\_\_\_\_\_ W2/W3 copies that were sent out from the Corp/Partnership

\_\_\_\_\_ 1099s the Company sent out

\_\_\_\_\_ Ending Cash Balance

\_\_\_\_\_ Note Balances @ Year End - December 31st

\_\_\_\_\_ List of all New/Used Assets Purchased this Year

\_\_\_\_\_ List of all Expenses - Summarized into Detail Categories

\_\_\_\_\_ Interest Expense - on Business Notes

\_\_\_\_\_ Break out Travel and Meals (Entertainment)

\_\_\_\_\_ Auto Expense - Must Break Out

\*Payments

\*Fuel

\*Insurance

\*Repairs/Maintenance

\*Mileage

NOTE: You can not take both mileage or actual

\_\_\_\_\_ If NEW client we MUST get a copy of the prior tax return including the detail depreciation list