



Corporate/Partnership Document List

Use this checklist to gather the necessary documents we will need to file your corporate or partnership tax returns.

Statements & Documents needed

- QuickBooks File-If you use the desktop version, we will need the USB backup of a company file.

- If you use the online version, you can send us the QuickBooks invitation to our e-mail:
Shannon@taxingsituations.com

- Send us your PDF bank statements as a backup if we need to find any discrepancies.

- For any new equipment, vehicles, or business assets, we will need the purchase agreement paperwork.

- For any notes or liabilities, we will need to have the interest paid on the notes and the year-end liability amounts.

- We will need the ending bank balances on your business checking and savings account year-end balances.

- If you use a home office (self-rental), you will need to provide for us the costs of mortgage interest, house insurance, utilities as well as the repair/maintenance costs.

- Please provide us the W-3, W-2-year end payroll reports.

- If you sold any assets, we would need to know when they were sold and how much they were sold for.

Summary of statements/documents

- QuickBooks USB File with company file backup and Password for login

 - QuickBooks Online: Send invitation to: Shannon@taxingsituations.com

 - Full Year PDF bank statements
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- New equipment purchases paperwork
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- List
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- Year end balances and interest paid on notes and liabilities

 - Year end balances on business checking and savings accounts.

 - Self-Rental expenses.

 - Payroll Reports: W3 and W2

 - List of assets sold, date of sale, amount of sale