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	Summary of statements/documents
☐ QuickBooks File-If you use the desktop version, we will need the USB backup of a company file.	☐ QuickBooks USB File with company file backup and Password for login
☐ If you use the online version, you can send us the QuickBooks invitation to our e-mail: Shannon@taxingsituations.com	☐ QuickBooks Online: Send invitation to: Shannon@taxingsituations.com
☐ Send us your PDF bank statements as a backup if we need to find any discrepancies.	☐ Full Year PDF bank statements
☐ For any new equipment, vehicles, or business assets, we will need the purchase agreement paperwork.	☐ New equipment purchases paperwork
☐ For any notes or liabilities, we will need to have the interest paid on the notes and the year-end liability amounts.	☐ Year end balances and interest paid on notes and liabilities
☐ We will need the ending bank balances on your business checking and savings account year-end balances.	☐ Year end balances on business checking and savings accounts.
☐ 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.	☐ Self-Rental expenses.
☐ Please provide us the W-3, W-2-year end payroll reports.	☐ Payroll Reports: W3 and W2
☐ If you sold any assets, we would need to know when they were sold and how much they were sold for.	☐ List of assets sold, date of sale, amount of sale