

# Carol A. Forrell CPA

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## Business Tax Returns – Checklist

Individuals who own a business must provide the following information in order to prepare the Schedule C, Corporate 1120, 1120S, or 1065 Returns.

\_\_\_\_\_ If records are recorded in QuickBooks include a **Backup** Copy of your company file.

\_\_\_\_\_ If records are not in QuickBooks please include a spreadsheet or a list of income and expenses.

\_\_\_\_\_ Business Checking Account Statements for the Tax Year. Please make sure to include ALL 12 months!

\_\_\_\_\_ List of Equipment Purchased with date of purchase and amount.

\_\_\_\_\_ If equipment was traded, amount of trade-in and identify equipment traded.

\_\_\_\_\_ If new equipment purchased is registered with PA and titled include a copy of the sales agreement.

\_\_\_\_\_ List of equipment sold with date of sale and price received.

\_\_\_\_\_ Year-end Credit Card statements for the business.

\_\_\_\_\_ Any loans at year end list balance at year end and interest paid for the year.

\_\_\_\_\_ List any changes to your business which you think might have a tax consequence.

\_\_\_\_\_ If you use your home as your office we will need the following information:

- Square Footage of your home and square footage of the area used for business
- Utility bills
- Sewer and Trash bills
- Major repairs – i.e., roofs, furnace repairs, septic repairs, plumbing