

Business Tax Needs List

Profit and Loss Statement
Balance Sheet

(If you don't have the above and cannot prepare it we will have to prepare it for you. If that is necessary please provide the following?(Please note there is an additional fee for this)

Year End Reconciled Bank Statement 12/31/21

Beginning and Ending Inventory (If you have inventory)

List of Business Assets with date of purchase and amounts

List of Business Debts with amounts owed as of 12/31/21

Net amount of Capital provided by owners as of 12/31/21

Income for 2021

Itemization of Expenses for 2021 (Broken into categories, i.e. Auto expense, Office Supplies, etc...)

Copy of 1096 (If you paid 1099s to subcontractors)

Copy of W-3 (If you paid employees)

Total amount paid to DETR (If you have employees)

Additional Info needed

Amount paid to Owners/Officers on W-2 broken down by name, social and amount paid (If applicable)

List of Owners with address and SS if applicable and Ownership %

Did you receive a PPP Loan in 2021?

Please provide the amount, date received and if it is forgiven.

Did you receive any ERC (Employment Retention Credit)? If yes:

Please provide amounts and quarters received

Did you receive any Grants? If yes:

Please provide who it was from, the amount and when received