

Business Tax Needs List

Profit and Loss Statement
Balance Sheet

(If you are not able to provide these statements we can construct them for you for a fee by providing the information below.

Year End Reconciled Bank Statement 12/31/23

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 12/31/23

Net amount of Capital provided by owners as of 12/31/23

Income for 2023

Itemization of Expenses for 2023 (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 Items that need to be included with your files

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 or EIDL?

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