

Document Checklist (Corporate)

This checklist will assist you in the collection of your tax documents. Please return this completed form with the documentation you submit to our office. Complete ALL sections. Anything left blank will be considered Not Applicable, Thank you.

Corporate Information

Corporation's Name _____ **EIN #** ____ - _____

Address _____

Entity Type: 1120 1120S 1065 Other _____

Email address: _____ (for correspondence only)

***Please provide a copy of the S-Election Acceptance letter from the IRS if filing for a new business entity. (For S-Corporations only)**

Was there a change in shareholders/partners or ownership percentages this Return Year? Yes or No

If "YES", please list current shareholders below, along with their ownership percentages:

*Supply Legal Document supporting the change.

Shareholder/Partner name	SS# or EIN #	Shares or Ownership Percentage
_____	____-____-____	_____ %
_____	____-____-____	_____ %
_____	____-____-____	_____ %
_____	____-____-____	_____ %

Calendar Year, fiscal year/date of incorporation _____

Termination of Corporation/Partnership (if applicable)

What date did you close/dissolve your company? ____ / ____ /20__

If you entered a date, please be aware that this return will be filed as a "FINAL."

Did you receive any emergency grant money. Yes or No

If "YES", please indicate the amount \$ _____ (not included in PPP).

Did you receive any PPP money? Yes or No

If "YES", please indicate the following amounts:

Loan received date _____ Amount _____

Forgiveness granted date _____ Amount _____

ERC "Employee Retention Credits" in the last 3 years? (please check which years) 2020 2021 2022

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Tax documents you are submitting for your return (please indicate with an check):

Please note that forms below should show your *company's* name and EIN#. If a form has your *personal* name and SS#, it should be included with your personal tax info instead.

Provide P & L and a Balance sheet showing current year vs previous year. **OR** QuickBooks backup; if you used QuickBooks for the full year, please send a backup file to our dropbox at www.plrcpas.com. Backup file must have **fully reconciled** check registers for all corporate accounts thru 12/31. **(Please include Username and Password so we can open the file).**

QB's Online Accountants Access. Please note: all items notated with an asterisk * are not needed if you are submitting a QuickBooks backup file. All other items are needed.

All **bank statements and check copies or check stubs** Jan.-Dec. for all corporate accounts – **If possible, please send/export bank statements in excel/csv file format ***

All **bank statements** Jan.-Dec. for any **foreign-held bank accounts, brokerage accounts, mutual funds, trusts or other financial accounts the company owns or for which the company has signature authorization.**

1099's (Miscellaneous income, NEC's, interest/dividends, cancellation of debt, etc.)

K-1's (income/loss from partnerships, S corporations, trusts, etc. in which our *company* has ownership.)

Brokerage Statements Detailing Sales of Stocks & Bonds owned by the company.
We must have the original purchase date and cost basis for each item sold.

Closing statements for any real estate your company bought or sold during year
For a sale, we must have the original purchase date and purchase price.

All income and expense information for any rental properties your company owns.
If a property was not rented the entire year, please indicate the number of days was rented during the year and whether or not used personally, _____ days

All tangible assets (furniture/equipment/computers, etc.) purchased for use.
We must have the **item description, date of purchase** and the **purchase price.**
This includes any improvements/renovations to company-owned property.
Amount of foreign sales. _____

Proof of Health Insurance policy, if company was required to provide coverage.

General Deductions/Expenses

All corporate credit card statements Jan.-Dec. *

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All business-related bill statements (telephone/utilities/**health insurance**, etc. in the **company's** name, Jan.-Dec.*

Please check each box to verify

Payroll Forms W3/W2's, 940 & RT-6 *

Contributions made to any retirement plans (IRA's, 401K's, employee benefit plans, etc.)*

Do you plan on making any contributions after the calendar year for qualified deductible expenses? YES or NO

1098's/Mortgage Interest Statements in the company's name

Property Tax Statement/Bill in the company's name*

Receipt totals for all business expenses NOT listed on bank & credit card statements

Contracts for any motor vehicle purchased or leased by the company

Any auto-related expenses including insurance, fuel and repair costs.*

A mileage log that shows miles for business use

Mileage deduction info:

Auto 1- Total miles for year: _____ Business miles: _____ Commuting _____

Auto 2- Total miles for year: _____ Business miles: _____ Commuting _____

(NOTE: You must have a mileage log to substantiate a mileage-based deduction.)

Business-Use Vehicle Info (required in order to claim depreciation expense, if applicable):

Auto 1 - Make: _____ Model/Year : _____ / _____ Purchase/lease date: _____

Auto 2 - Make: _____ Model/Year : _____ / _____ Purchase/lease date: _____

(Mileage and vehicle info for any additional business vehicles can be detailed below.)

Do you have any research or developing costs contributing to the production or installation of your product?

Please provide an updated fixed assets list.

Other Deductions/Expenses: Please use the attached Corporate Tax Information Worksheet to list totals for additional expenses.*

Please note anything else we need to know regarding your corporate tax situation:
