

## Document Checklist (Corporate)

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Please return this completed form with the documentation you submit to our office. 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)

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

### **Termination of Corporation/Partnership (if applicable)**

What date did you close/dissolve or sell your company?      \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

For tax years 2020 thru 2022, did you receive any emergency grant money?      Yes      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 below:

Loan received date      \_\_\_\_\_      Amount \_\_\_\_\_

Forgiveness granted date      \_\_\_\_\_      Amount \_\_\_\_\_

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

If you received ERC, Have your returns been amended?      Yes or No

## Document Checklist (Corporate)

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

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](http://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.**

### **\*General Deductions/Expenses to be provided in addition to P&L and Balance Sheet**

\*All corporate credit card statements Jan-Dec- if not included in P&L and Balance Sheet

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

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

# OR

All bank statements and check copies or check stubs Jan.-Dec. for all corporate accounts – **Please provide all applicable items in PDF file or .CSV 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.**

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

## Document Checklist (Corporate)

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. \$ \_\_\_\_\_

Amount of virtual currency received as payment for product or services. \$ \_\_\_\_\_

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

Contracts for any motor vehicle purchased or leased by the company      Electric/Plugin  
If a sole proprietor or schedule C, 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.

Did you invest in or purchase ADA compliant improvements, equipment or a website?

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

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

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