CLIENT NAME_______________________ TELEPHONE NUMBER____________________

BUSINESS CLIENT CHECKLIST

**All documents if applicable from the Individual Checklist

*copies of invoices and loan documents for any equipment you buy and borrow (or lease) the money, so please also provide us with loan and lease copies for anything you acquire this year.

***If you hired any new employees this year make sure to obtain a completed Form W-4 before paying their first paycheck. Make sure that qualified overtime for all employees is provided as a W-2 attachment where applicable, and if W-2 employees receive tips make sure to provide the tip code as a W-2 attachment.

1. Copies of any new bank loans obtained during the year,
2. Copies of any new leases signed during the year,
3. List by date, amount and individual of any new investments made into the company this year,
4. Copies of any federal or state tax correspondence received during the year,
5. Copies of any equipment purchase invoices over $1,000,
6. Loan payoffs, by loan number, of all business loans at December 31,
7. Copies of your year-end bank reconciliation(s) and bank statements,
8. 12/31/ Year End Balances of:
   - Cost of Inventory on Hand $__________,
   - *correct year end physical inventory amounts
9. Year-end summary of business activity-back up, online access or hard copy (Accounting software back-up, trial balance, etc.),
10. Information on any changes in ownership, stock holding, locations or number of stores.
11. All Forms 1099-K received
12. Copies of payroll returns W2s, W3, 941s, DLLR, 940
13. Copies of all 1099s and 1096 forms
14. DIRECT DEPOSIT FORM FILLED OUT