

## 2011 Business Tax Information Checklist

### Business Tax Return Information Needed:

- 12/31/11 Loan balances and 2011 Interest Paid for all business loans ex. Bldg, auto etc
- Listing of fixed assets purchased with date acquired
- For any new loans or financed assets we will need copies of the loan agreement
- For any vehicles purchased we will need copies of the sales contract and the financing contract
- Dec 2010 and Dec 2011 Bank Statements
- A schedule of any changes to ownership

In addition to the above, if we handle your bookkeeping records please be sure you have provided us the following:

- Jan – Dec 2011 bank statements and check register (If Dec 2011 statement does not include full month of December be sure to also provide the January 2012 statement)
- Jan – Dec 2011 Credit Card statements (If Dec 210 statement does not include full month of December be sure to also provide the January 2012 statement)

If you handle your bookkeeping records, please provide us the following:

- Quickbooks accountants copy preferably or portable file
  1. please note QB version \_\_\_\_\_
  2. User Name \_\_\_\_\_ and Password \_\_\_\_\_
- If you do not use Quickbooks please be sure to provide:
  1. Printed Income Statement for Jan – Dec 2011 and Dec 2011 Balance Sheet
  2. Account Detail for any auto expense account, miscellaneous account, shareholder distributions, fixed assets, office expense

**\*\*\*Please take a moment to make sure we have current contact information\*\*\***

Name:	_____	Telephone Information
		Home: _____
Address:	_____	Work: _____
	_____	Cell: _____
Email:	_____	