

# BUSINESS TAX ORGANIZER



## Startup Checklist

### Business Tax Organizer

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**If we did not prepare your prior year returns, please provide a copy of your federal and state returns for the previous year.**

Organization Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_ Cash or Accrual \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Type of Entity \_\_\_\_\_ Start Date \_\_\_\_\_ EIN \_\_\_\_\_

Bank Account Login: Username \_\_\_\_\_ Password \_\_\_\_\_  
Security Answer \_\_\_\_\_ Name of Bank \_\_\_\_\_

Credit Card Login: Username \_\_\_\_\_ Password \_\_\_\_\_  
Security Answer \_\_\_\_\_ Type of Card \_\_\_\_\_

Last Four Digits of Your Companies Bank Accounts: \_\_\_\_\_

Last Four Digits of Your Companies Credit Card Accounts: \_\_\_\_\_

Brief Description of your Business and its Activities:

Further Comments or Explanations:

### Items to Provide

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- 1.** Copies of cancelled checks or access to cancelled checks.
- 2.** Receipts for cash paid items or items NOT included on bank statements.
- 3.** Access to download bank information or provision of statements downloaded in Excel format (not PDF).
- 4.** Access to download credit card information or provision of statements downloaded in Excel format (not PDF).
- 5.** Details of partner or member ownership changes.
- 6.** For each partner or member, list their taxpayer identification number, address, percentage of ownership, general, or limited classification and relationship, if any, to other partners.
- 7.** Copy of most recent operating agreement.
- 8.** Schedule of all payments or distributions to or for partners or members including descriptions and amounts.
- 9.** Schedule of loans, including interest rates and payment schedules.
- 10.** Copies of all federal and state payroll reports filed including Forms W-2 or W-3, 940, 941.
- 11.** Copies of Forms 1096 or 1099, 5500, 1042, 8804, 8805, 5471, 8865, 8858, and 8886 that have been filed.
- 12.** Copies of Forms 1099, 5471, 8865, 8858, 8886 and Schedules K-1 that have been received.
- 13.** Schedule of assets acquired or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions.
- 14.** Copies of correspondence with tax authorities regarding changes to prior year returns.
- 15.** List of the different types of insurance that the company has and the names of the companies.
- 16.** Vehicle and mileage data for passenger vehicles OWNED by the company.
- 17.** Asset depreciation schedule.

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Please answer the following questions and provide supporting documentation for any question answered "Yes":

- Y**   **N**
- 1.** Do you conduct your business out of your home?
- 2.** Did you materially participate in the operation of the business during the year?
- 3.** Were any assets purchased during the year?
- 4.** Were any assets sold, retired or converted to personal use during the year?
- 5.** Did you have a bookkeeper that prepared a profit and loss statement and balance sheet for your company?
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