

2011 Business Owner's Income Tax Checklist

Please provide the following information to TaxpayerServices:

- 1) Full QuickBooks Datafile on flash drive, CD-ROM, or via email. Please label your flash drive or CD-ROM with your company name, the applicable tax year, the version of QuickBooks you are using (e.g., QuickBooks 2012 Pro), and your username & password. Note, if TaxpayerServices has remote access to your QuickBooks datafile, you do not need to send us your QuickBooks datafile.

In lieu of sending your QuickBooks datafile, please provide the following documents in hard copy or electronic format (if electronic, please use Acrobat or Microsoft Excel 2003 compatible format)

- a) 2011 Income Statement (if your business is on a fiscal year rather than a calendar year, please send a 12-month income statement which ends on the last day of your fiscal year).
 - b) 12/31/2011 Balance Sheet (if your business is on a fiscal year rather than a calendar year, please send a Balance Sheet as of the last day of your fiscal year).
 - c) 2011 General Ledger, which includes details of all 2011 transactions (if your business is on a fiscal year rather than a calendar year, please send a 12-month general ledger which ends on the last day of your fiscal year).
- 2) Copies of all 3rd party forms (e.g., 1099s, K-1s, etc.) or unresolved government notices received by your business. *Attorneys do not need to send us copies 1099s relating to gross proceeds; however, attorneys should review all 1099s reporting gross proceeds to ensure that they have been issued to the correct Tax ID number and that the respective totals are showing in the "Gross proceeds paid to an attorney" box.*
- 3) List the following information for each **new** owner:
 - a) Full Legal Name
 - b) Current Street Address
 - c) City, State, Zip
 - d) Primary Telephone #
 - e) Social Security # or Tax ID #
 - f) Citizenship Status
 - g) Title / Role
 - h) Date Ownership Commenced
 - i) Ownership Percentage
 - j) Profit & Loss Sharing Percentages (disregard if your business is a corporation)
- 4) Details of any ownership changes which occurred during 2011.
 - 5) Details of all capital contributions and distributions which occurred during 2011.
 - 6) Copy of Partnership or LLC Operating Agreement (*new clients only*) and copies of any amendments or side agreements made since we last prepared your returns.
 - 7) Details concerning any special allocations that should be made on the Income Tax Returns (*under certain circumstances, Partnerships and LLCs are permitted to allocate certain specific items of profit or loss to certain owners, exclusive of the regular profit and loss sharing percentages*).
 - 8) Copies of documents evidencing any new loans between the business and its owners or changes to existing loans between the business and its owners.
 - 9) Copies of documents setting forth the terms of any new company retirement plans, deferred compensation arrangements, stock option plans, or employee stock purchase plans, or changes to existing plans.
 - 10) Organizational chart showing any other entities that the business had full or partial ownership of during 2011 (*if applicable*).