

# CHERI G. DAVID, CPA, CVA

**ACCOUNTING FOR YOUR FUTURE**

Licensed in  
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## **BUSINESS TAX RETURN CHECKLIST** **CORPORATION RETURNS DUE MARCH 15**

The following is a list of documents that I will need to “start” the business tax return. Please note that not all of the items in this list may apply to your business and I may need more documentation after I begin work. **However, my policy is work on a “first come-first serve” basis.** The sooner you provide the documents, the sooner I can ensure your tax return is completed in a timely manner.

Once you have provided me your information by fax, FedEx, or e-mail (any way you provide it works), I will log your return as received. I try to have returns completed within 2 weeks of receipt of your documentation, it depends upon how “clean” the information you provide to me is. If you are a QuickBooks user I will contact you a couple days in advance to advise you when I am ready to begin work on the business return and request your forward a back-up file of your QuickBooks file to work on.

1. Cash and Checking
  - a. December 31 bank statements
  - b. December 31, bank reconciliation statements
2. Employee Advances
  - a. A list of outstanding advances reconciled to the balance sheet
3. Rental Deposits
  - a. Provide any rental agreements not already provided in previous years
4. Equipment Purchases
  - a. Did you dispose, sale or retire any vehicles or equipment? If so please provide the appropriate information.
  - b. If you financed any new equipment or vehicles, please provide the purchase contract (if not already provided to me earlier in the year).
  - c. Please also review your books for items that purchased during the year and should be reclassified as a fixed asset to be depreciated.
  - d. Did you make any improvements to your leased/rented office?
5. Loans, Line of Credit, and Credit Cards
  - a. Statements showing the balance at December 31
6. Retirement Plan
  - a. If you have a retirement plan, please provide census from your TPA to accrue the unpaid Employer Contributions at December 31.

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7. Shareholder Loans
  - a. Did you loan the corporation any money or pay for expenses not recorded in your accounting software?
  - b. Promissory Notes with the Shareholder
  
8. Stock
  - a. Any change in ownership? If so, please provide the revised stock certificates.
  
9. Auto Expenses
  - a. List of vehicles with VIN Numbers include:
    - i. Beginning and ending mileage
    - ii. Does the vehicle go home with the employee or stay at business premises
    - iii. Miles driven for business
    - iv. Miles driven for personal use, if any
  
10. Payroll
  - a. Form W-3 – Annual Transmittal
  - b. Form 940 – FUTA Tax Return
  - c. DE-7 – California State Annual Tax Return
  - d. W-2's for all officers
  
11. Charitable Donations Receipts made by the business entity
  
12. Any tax notices received from the IRS or State tax authority