

Tax Interview - Business  
LIST OF REQUIRED DOCUMENTS

Please prepare the following for our tax interview:

- Income Statement, per books
- Balance Sheet
- Depreciation Schedule, per books
- Cash Reconciliation of business bank accounts with ending cash balance
  
- Provide details about accounting method (cash, accrual, hybrid, etc)
- Provide method used for valuing closing inventory (cost, lower of cost or market, etc.)
  
- Details of any withdrawals by owners. If the business distributed C-Corporation earnings, a Form 1099-DIV must be filed
  
- Copy of last year's return (if new client). If this is the first tax year for the business, a copy of state incorporation papers or partnership agreement should be provided
  
- If the business is an S-Corporation, provide a copy of Form 2553, *Election by as Small Business Corporation*, which was filed with the IRS along with the acceptance letter from the IRS stating that the corporation can file as an S-Corporation
  
- If the business has employees, a copy of all W-2, 1099-MISC, and any other forms issued to workers should be provided
  
- If any partners or shareholders live in a different state or outside the US, the business may be required to withhold certain taxes from that partner or shareholder. Provide details of the situation
  
- If the business conducts out-of-state or out-of-the-U.S. business, or has any foreign bank accounts, provide details