

We are providing this organizer to assist in gathering relevant information for your entity income tax return - 1065 Partnership, 1120 C Corporation, 1120S S Corporation. Please note all items may not pertain to your entity. Documentation can be provided in either digital or hardcopy format.

Financial records

Prior to sending us your financial records it is imperative that you **reconcile all checking and/or credit card accounts**. Files received unreconciled **will not be processed** as we cannot ensure a complete accounting of the annual activity without that process being completed. Should you need assistance with the reconciliations please let us know and we'll coordinate a call to discuss.

- QuickBooks desktop users please save a backup (.QBB) or portal (.QBM) file and upload to us along with necessary username and password credentials.
- QuickBooks Online users
 - o For existing clients please confirm with us once you have reconciled all accounts through December 31st.
 - o For new clients please send an invitation to mbarbour@vcpafirm.com from the Accounting Firm tab within the user module to allow us to link to your account.
- If your business does not use QuickBooks, please provide the following in Excel or .CSV format. Note the accounting method of the statements (cash or accrual) should match your filing status. If you're unsure, please send both sets of reports.
 - o Trial Balance for January 1st - December 31st
 - o General Ledger for January 1st - December 31st
 - o Comparative Profit and Loss Statement for January 1st - December 31st
 - o Comparative Balance Sheet as of December 31st for the current and prior year

Supporting documents

- Please provide the following statements as December 31st (or closest date to this)
 - o Bank accounts
 - o Credit card accounts
 - o Loan statements
 - o Year-end inventory balance
- If you have payroll, please provide Federal W2/3 Form showing total wages for the year along with specific W2s for any owners.
- If you pay tips to your employees, please provide tip credit report from you payroll provider.
- For any new vehicle or equipment purchases please provide acquisition information, including any applicable loan documentation.
- For any repairs or maintenance in excess of \$2,500/project please provide invoice(s) or other supporting information describing the expenditure. This is pertinent to determine if we must capitalize the expenditure versus treating it as a period cost.
- If you sold any assets, including real estate, please provide supporting documentation to assist in the gain/loss calculation to include bills of sale and/or settlement statements.

Entity changes

- Please notify us of any address changes for the entity and/or any owners.
- For changes in the ownership, please provide the following:
 - o Date the change took place
 - o Full name, address, and SSN of new owner(s)
 - o New ownership percentages for all affected owners
 - o Any consideration paid/received as part of the change

Other considerations

- 1099 reporting is required if you paid for services from a vendor that total >\$2,000 for the year. If you require assistance with 1099 reporting, please contact us at 1099reporting@vcpafirm.com
- If you conducted business in more than one state, please provide apportionment information by jurisdiction:
 - o Gross revenue
 - o Gross wages
 - o Property (vehicles, buildings, equipment, land, rent)
 - o Provide relevant registration information for any new states added since last year
- Amount of health insurance premiums, HSA contributions and/or retirement contributions by owner.
- If you started a new retirement plan, you may be eligible for certain credits associated with enrollment and/or contributions. Certain vendors will provide you with a reporting package for these credits, which we will require. If your retirement vendor has not provided anything, please contact us and we can explain the needed information for the credit reporting.