



Business Tax Checklist

General Information

- Any changes in names, address, phone numbers, email addresses?
- Purchase or sell any equipment or real estate?
- Provide Centinel Pacific access to books no later than 11/30
- Provide Centinel Pacific FINAL books no later than 1/31 (ALL balance sheet accounts reconciled, no more changes to transactions affecting the tax year)
- List of shareholders/partners/owners during the tax year – any changes?

If this is your first year with us, we need the following:

- Depreciation schedules for prior year
- Basis schedule for each shareholder/owner for prior year
- Copy of 2 prior years' returns
- Copy of business licenses (State, borough, city)
- Copy of articles of organization/incorporation
- Copy of S Corporation IRS acceptance letter

Forms the Business Received

- 1099-MISC (Payments from customers, Rental payments received)
- 1099-K (Credit card processing totals)
- Any notices received from IRS or state taxing authorities
- Any other forms received

Forms the Business Sent Out

- 1099-MISC (Payments to vendors)
- 5500 (Retirement plans)
- W-2, W-3 (Wages)
- 940 (Federal Unemployment Tax)
- 941 (FICA, Federal withholding)
- ESC (State Unemployment Tax)

Other Items of Interest

- Did the business have any authority over a financial account in a foreign country?
- Did the business have any income from states other than the state it resides in?
- Did the business make contributions to retirement accounts? (Type of account and amount)
- List of assets purchased (Date, description, cost)
- List of assets sold or disposed of (Date, amount sold for, was it converted to personal use by business owner)