

Checklist

Corporation Name:

EIN:

Checklist

This checklist is provided to help you gather necessary information to prepare your 2023 corporate tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2022 tax year.

Accounting and Payroll Information

- Federal, state, and local tax returns for the prior two years
- General ledger
- Balance sheet
- Profit and loss statement by activity
- Payroll reports showing employee gross wages and employer taxes paid for the year
- Copy of Form 2553, Election by a Small Business Corporation (if available) and the S election acceptance letter from the IRS.
- Copy of Forms 1096, 1099, W-2, and W-3 filed by the corporation

Other Income and Revenue

- Documentation of brokerage transactions and disposition of capital assets (Form 1099-B)
- Credit card, debit card, and third-party network transactions (Form 1099-K)
- Miscellaneous income (Form 1099-MISC)
- Nonemployee compensation (Form 1099-NEC)
- Gambling income (Form W2-G)
- Income from partnerships, estates, and trusts (Schedule K-1)
- Farm income (Schedule F)

Fixed Asset Information

- Supporting depreciation schedules for the prior two years
- Assets purchased or newly placed in service (provide description, date acquired, purchase price, and any trade-in allowance)
- Assets disposed of during the year (provide description, date of disposition, sales proceeds, and any trade-in allowance)
- Lease agreements the corporation entered into during the year

Other Information

- Documentation for any loans acquired during the year
- Loans to and from shareholders
- Tax-exempt interest or other tax-exempt income
- Interest and dividend income
- Charitable contributions
- Other income or deductions not included above.