

Business Tax Return Checklist

Please provide the following documentation to us for preparing your business income tax return.

GENERAL INFORMATION:



- ☐ Federal ID Number
- ☐ State ID Number
- ☐ myconneCT Login and Password

BUSINESS INCOME:



- ☐ QuickBooks File (If Applicable)
- ☐ Summary of Income and Expenses
- ☐ 1099 Miscellaneous Form(s)
- ☐ Sales and Use Tax Returns
- ☐ 1099K (Payment and Third Party Network Transactions)

EXPENSES:



- ☐ Detailed Summary of All Expenses (QuickBooks Summary)
- ☐ Automobile Mileage Log and Trip Sheets for Every Vehicle
- ☐ New Equipment Purchases (Provide Receipts)
- ☐ Detailed Summary of Other Business Expenses

COST OF GOODS SOLD:



- ☐ Summary of Materials Purchased
- ☐ Payroll Summary (W-3)
- ☐ Contractor Expenses (1096)

EQUITY:



- ☐ Capital Account Summary
- ☐ Notation of Any Capital Contributions or Distributions

ASSETS:



- ☐ Cash Balances (Bank Accounts)
- ☐ Accounts Receivables
- ☐ List of Vehicles (Mileage, Date of Purchase and Purchase Price)
- ☐ Property, Plant and Equipment (Date Purchased and Purchase Price)
- ☐ Copies of Any Previous Depreciation Schedules
- ☐ Notate Any Sales, Trade In Disposition of Equipment

LIABILITIES:



- ☐ List of All Liabilities (Notes, Mortgages and Lines of Credit In Use)
- ☐ List of New Leases or Contracts Entered into Accounts Payable

TAX PAYMENTS:

- ☐ Payments Made (Federal and State)
- ☐ Pass Through Entity Tax Payments