

2020 Business Tax Return Preparation Checklist

- Federal or state tax correspondence received during the year, including all Forms 1099.
- Yearly payroll summary, W-2s & W-3, **all Forms 941** (if not prepared by My Tax Man).
- Please provide the following information **per** business vehicle:
 - Total business miles driven during 2020 _____
 - Total miles (including personal) driven during 2020 _____
- Sign and return the enclosed engagement letter (excluding sole-proprietorships).
- If included, please review the enclosed depreciation schedule and cross out any assets that have been disposed, indicating sale price and date.
- Gross sales breakdown (if not 100% at your home location):
 - Within the City of Portland \$ _____
 - Within Multnomah County (including Portland) \$ _____
 - Within the TriMet area (except S-Corps) \$ _____
 - If you do work outside your home state, please provide amounts by state.
- Changes in address/phone number (**including owners**), ownership, or locations.
- Year End Balances (12/31/2020) of:
 - Accounts receivable (**if accrual based**) \$ _____
 - Accounts payable (**if accrual based**) \$ _____
 - Cost of inventory on hand \$ _____ (**physical count required**)
 - Balance of cash on hand and checks not deposited \$ _____
(Income is reportable when earned if accrual and when received if cash basis.)
- If you provide health insurance to your employees, and certified your plan for the federal tax credit, please provide a copy of that certification.
- Would you like to consider retirement contributions through your business? Yes No
- Would you like a copy of your tax returns emailed to you when complete? Yes No

If we do not prepare your bookkeeping monthly or quarterly, please provide the following:

- Copies of any new bank loans obtained during the year.
- Copies of any equipment purchase invoices over \$2,500.
- Statements for all loans at December 31st, 2020 and credit card statements for the period ending in January 2021.
- Copies of your year-end bank reconciliation(s), with statements.
- Payroll tax deposits paid in January 2021 for 2020 \$ _____
- Please provide an Accountant's Copy of your QuickBooks file (or Excel file or a pdf of your trial balance, income statement and balance sheet, if you do not use QuickBooks).
- If you use QuickBooks, please indicate which version you are using: _____
If you have a password on your QuickBooks file, provide the administrator password.