

2015 Business Tax Information Checklist

- 12/31/15 Loan balances and 2015 Interest Paid for all business loans (ex. Bldg, auto, etc.)
- Listing of fixed assets purchased with date acquired
- For any new loans or financed assets we will need copies of the purchase and loan agreement
- For any vehicles purchased we will need copies of the sales contract and the financing contract
- Dec 2015 and Jan 2016 Bank Statements
- A schedule of any changes to ownership
- In addition to the above, if we handle your bookkeeping records please be sure you have provided us the following:
 - Jan – Dec 2015 bank statements and check register (If Dec 2015 statement does not include full month of December be sure to also provide the January 2016 statement)
 - Jan – Dec 2015 Credit Card statements(If Dec 2015 statement does not include full month of December be sure to also provide the January 2016 statement)
- If you handle your bookkeeping records, please provide us the following:
 - Quickbooks backup copy preferably or portable file
Please note QB version _____ User Name _____
and Password _____
- If you do not use Quickbooks please be sure to provide:
 - Printed Cash basis Income Statement for Jan – Dec 2015 and Dec 2015 Balance Sheet
 - Account Detail for any auto expense account, miscellaneous account, shareholder distributions, fixed assets, office expense, repairs and maintenance, and meals and entertainment.

Please take a moment to make sure we have current contact information

Name: _____

Telephone Information:

Home: _____ Work: _____ Cell: _____

Address: _____

Email: _____