

YEAR-END BUSINESS CHECKLIST

- Quickbooks backup, if applicable.
- Quickbooks password.
- December 31st bank statements and reconciliations.
- December 31st credit card statements.
- Loan statements and balances as of December 31st.
- Copies of all quarterly payroll reports (Forms 941's, Form 940, SUTA's).
- Copies of W-3, W-2's, 956 & 957.
- Copies of December sales tax report.
- Detail of any new equipment purchased.
- Documentation for any new loans.
- Documentation for any new leases.
- Vehicle business mileage.
- Detail of any business expenses paid with personal funds.