

# **Small corporation year-end checklist**

The following information is needed to file a complete and accurate corporate tax return:



- Bank statements from all accounts
- Check ledger
- Detailed accounting records including general ledger, trial balance, balance sheet, income statement
- Credit card statement for all business accounts
- Loan papers and purchase details for new assets purchased
- Interest paid on all loans
- Statements of dividends or interest earned
- Payroll detail records and copies of forms 941, 940, 1099, and W-2 that you have filed
- Schedules of loans to and from officers
- Accountable plan/expense account statements
- Year-end inventory
- Accounts receivable listing
- Accounts payable listing of all outstanding bills owed on the last day of the year.
- Details of any changes in stock ownership
- Copies of any correspondence with taxing authorities
- Details of corporate distributions to shareholders
- Mileage detail for all company-owned vehicles including make and year of vehicle and total miles driven
- New corporation/new client startup papers, corporate charters, S-election, Federal ID#, State ID #, last year's corporate return (new client)
- Forms 1099-K you received from credit card and internet payers. These need to be listed separately.