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American Institute of Certified Public Accountants

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2023/2024 Business Tax Information Reminder Checklist

This is meant to be a helpful guide to help you gather your tax information. Simply bring the relevant items to us (electronic or regular mail it in for long-distance clients). You can even bring originals, and we will make copies as needed and return your original information with your tax return.

- Copy of 2022 federal and state tax returns (if we did not prepare your 2022 returns)
- Depreciation Schedule supporting the items being depreciated on the 2023 return (if 2022 return not prepared by our firm)
- Copy of all December 31, 2023 bank statements
- Forms - W-2 provided to all employees and Form W-3 (one page summary) (if not prepared by our firm)
- QuickBooks data file backup. If no backup of QuickBooks or other accounting system available, then please provide the following: Profit and Loss Statement* (revenues and expenses) and Balance Sheet (assets and liabilities)
- Listing of depreciable property acquired and sold during the year (such as business equipment, vehicles, land, etc. including dates and prices)
- Interest summary of interest paid to banks and others;
- Bank and other note balances at December 31, 2023
- The preprinted tax forms provided by the government(s), banks, etc.
- Listing of officers or partners and ownership percentages
- List any new owners or sales of stocks or transfers of stocks during the year
- Value of December 31, 2023 inventory
- Contribution of any property (cash, equipment, inventory, etc...) made personally to your business (>\$250 receipt from organization required; >\$5,000 certified appraisal required)
- If providing health benefits, include employee's name, SS #, amounts paid to employees (gross wages and health benefit amounts) and total hours worked (by employee)
- **Answer the following questions:**
 1. Has the company been notified of an audit by the Internal Revenue Service?
 2. Has the company timely paid all past due tax payments?
 3. Does the company have significant operations outside the home state?
 4. What benefit plans do you provide to your employees?
 5. Are there any related party transactions (renting to yourself, etc.)?
 6. Any other items that you think may have any possible tax impact
- ***The most important item is the profit and loss statement. You may bring this as a manual summary if no computer file is available.**