

Checklist

Corporation Name:

EIN:

Checklist

This checklist is provided to help you gather necessary information to prepare your 2024 corporate tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2023 tax year.

Accounting and Payroll Information

- ☐ Federal, state, and local tax returns for the prior two years
- ☐ General ledger
- ☐ Balance sheet and income statement
- ☐ Documentation for carryovers from prior years (net operating losses, charitable contributions, etc.)
- ☐ Payroll reports showing employee gross wages and employer taxes paid for the year
- ☐ Copy of Forms 1096, 1099, W-2, and W-3 filed by the corporation

Other Income and Revenue

- ☐ Documentation of brokerage transactions and disposition of capital assets (Form 1099-B)
- ☐ Credit card, debit card, and third-party network transactions (Form 1099-K)
- ☐ Gambling income (Form W2-G)
- ☐ Income from partnerships (Schedule K-1)
- ☐ Farm income (Schedule F)

Fixed Asset Information

- ☐ Supporting depreciation schedules for the prior two years
- ☐ Assets purchased or newly placed in service (provide description, date acquired, purchase price, and any trade-in allowance)
- ☐ Assets disposed of during the year (provide description, date of disposition, sales proceeds, and any trade-in allowance)
- ☐ Lease agreements the corporation entered into during the year

Other Information

- ☐ Documentation for any loans acquired in the current year
- ☐ Tax-exempt interest or other tax-exempt income
- ☐ Interest and dividend income
- ☐ Charitable contributions
- ☐ Other income or deductions not included above