



# NINA WEBBLES CPA PLLC

TAX | BOOKKEEPING | PAYROLL

## YEAR-END CHECKLIST FOR CORPORATE INCOME TAX RETURN

This checklist is intended to help you gather information I will need to prepare your tax return. Not all items will apply. This is not an exhaustive list so you may have documents or information that needs to be provided that is not included. Please provide all items pertinent to your tax return which may include items not on the checklist.

- Articles of Incorporation and amendments, if not already provided
- Information on any changes in ownership or business locations (include buy or sell agreements if applicable)
- Copy of most recent tax return filed (if new client and a copy has not already been provided)
- Copies of any federal or state tax correspondence received during the year
- All Forms 1099 received
- Income and expenses (expenses should be categorized). *If you use QuickBooks Online or other online accounting software, you can add me as an Accountant User. If you use QuickBooks Desktop, you can send a backup copy of your company file.*
- Sales breakdown by state, if applicable
- Business and personal mileage for the year for each vehicle
- Dividends or distributions paid to shareholders by name
- List by date, amount and individual of any new investments made into the company this year by owners
- Year-end payroll summary and Form W-3
- All 4 quarters Form 941 for 2021
- Invoices or receipts for the purchase or sale of any assets including trade-ins
- Copies of any new leases signed during the year
- Copies of any new bank loans obtained during the year
- Copy of your PPP loan forgiveness document, if received
- If you received any other loans or grants, please provide the amount, date received, name of the organization who sent the funds, and a description of the loan or grant
- Asset balances as of 12.31.21 (examples include bank accounts, inventory, accounts receivables, escrow accounts)
- Liability balances as of 12.31.21 (examples include accounts payable, credit cards, payroll liabilities, sales tax payable, loans)