

Corporate Tax Checklist

Please furnish a detailed list for each item with names and dollar amounts associated. This information will serve as a reference for any type of possible inquiry by state and federal officials.

Bank account balances:

Name of bank and balance of money in account

Accounts Receivable:

Amounts owed to your organization by clients, patients, & customers

Business equipment, land, buildings, vehicles:

Full description of all new assets purchased during the year including date purchased, cost, financing agreement

Ending Inventory:

Amount of inventory at year end

Loans:

Amounts owed to banks (principal only)

Amounts borrowed during the year

Amounts paid off during the year

Copy of any loan document

Accounts Payable:

Amounts owed by your organization to vendors, government, customers

Shareholder Loans:

Amounts borrowed from shareholder/owner

Amounts paid by shareholder/owner

Revenues/Deposits:

Itemized list of income received during the year

Expenses/Checks:

Itemized list of expenses paid during the year

Amounts paid for owner health insurance

Amounts paid for employee health insurance

Unreimbursed Expenses paid by Shareholder:

Itemized list of expenses paid by shareholders relating to business