

### Basic Info:

- Employer Identification Number (EIN) as registered with the IRS.
- List of states and state ID numbers in which your business has nexus or a presence that requires reporting
- Copy of partnership agreement or bylaws including any amendments
- Last year's federal, state, and local tax returns
- All amounts and dates for state and local estimated tax payments made

### Partner Info:

- Name, address, and SSN/EIN of each partner during the tax year List of each partner's profit/loss/ownership percentage

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- Reports for all owner capital contributions, withdrawals, or loans
- Reports for all partner guaranteed payments, compensation, and benefits including cost of medical and life insurance
- Reports detailing any change in ownership during the tax year

### Documents Received:

- All Forms 1099-B, 1099-DIV, 1099-INT, 1099-K, or 1099-MISC received (or other records for dividends, interest, or business income)
- Schedule K-1 received from entities that your business owns (lower tier entities)
- All granted credit certificates issued by federal or state taxing authorities

### Business and Financial Records:

- Trial balance report from company books.
- Bank and credit card records to support interest and other day-to-day business expenses
- Copy or summary of all Form 1099 and W-2 issued
- Reports detailing all federal unemployment, Social Security, and Medicare tax paid (Forms 940 & 941)
- Reports of state and local payroll tax paid If business was conducted in multiple states, compile a report of sales, payroll, and property values for each state
- Reports for inventory including cost of goods or materials purchased for resale or manufacture and the total value of goods or materials at the end of year

### Asset Records:

- Prior year depreciation schedules detailing asset cost, date placed in service, prior depreciation, and business use percentage
- Date of purchase, cost, trade-in allowance, and business use percentage for all assets acquired during the tax year
- Date of purchase, cost, sales proceeds, trade-in allowance, expenses of the sale, and accumulated depreciation for all assets disposed of during the tax year
- Mileage log for each owned or leased vehicle (business use and total use)
- Reports for business use percentage and actual expenses for each owned vehicle (gas and maintenance costs)

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**Deadline to File: 3/15; if extended, the new due date is 9/15**

If you would like us to file an extension on your behalf, let us know two weeks before the first quarter  
**Please have all documents to us a minimum of four weeks prior to the due date.**