

Henninger Accounting Services, P.C.

Business Tax Return Checklist

Submitting the items outlined in the checklist below will save our staff time in preparing your business tax returns.

- _____ QuickBooks Accountant's Transfer File or Peachtree Backup File
- _____ Cash Disbursements and Cash Receipts Journals
or your Checkbook (if not using a Computer Software Program)
- _____ Bank Statements for all Bank Accounts
- _____ Loan Statements
- _____ Inventory Valuation
- _____ Credit Card Statements
- _____ Copies of Sales Tax Returns (unless we prepare)
- _____ Copies of Payroll Reports (unless we prepare)
- _____ Sales Agreements for any Asset Sales
- _____ Loan Documents for any new Acquisitions
- _____ Copy of Prior Year Business Tax Return (new clients only)