

ESTATE/TRUST/NON-PROFIT YEAR-END CHECKLIST

ITEMS NEEDED TO COMPLETE 2020 TAX RETURNS & FINANCIAL STATEMENTS

AS OF 12/31/20:

- 1. BANK ACCOUNT BALANCES**
- 2. NOTE & LOAN BALANCES INTEREST PAID FOR YEAR**
- 3. ACCOUNTS RECEIVABLE, IF YOUR ORGANIZATION USES ACCRUAL BASIS**
- 4. ACCOUNTS PAYABLE, IF YOUR ORGANIZATION USES ACCRUAL BASIS**
- 5. INVENTORY**
- 6. SETTLEMENT SHEETS, CONTRACTS & FINANCE TERMS FOR ANY EQUIPMENT OR REAL ESTATE PURCHASED OR SOLD DURING THE YEAR.**
- 7. COPIES OF QUARTERLY & YEAR-END PAYROLL TAX RETURNS**
- 8. RECORDS OF CASH DISBURSEMENTS & CASH RECEIPTS.**
- 9. LIST OF DIRECTOR AND OFFICER NAMES, POSITION TITLES, AVERAGE HOURS WORKED PER WEEK AS WELL AS COMPENSATION**
- 10. LIST OF BENEFICIARIES' NAMES, ADDRESS, IDENTIFICATION NUMBER AND DISTRIBUTION PERCENTAGE**
- 11. IF YOU USE QUICKBOOKS, PLEASE PROVIDE A BACKUP OF YOUR DATA AFTER ALL 2020 INFORMATION HAS BEEN POSTED AND BANK ACCOUNTS RECONCILED THROUGH 12/31/20.**
- 12. PPP & EIDL LOAN DOCUMENTS.**
- 13. LOAN FORGIVENESS VERIFICATION**
- 14. STATE GRANT DOCUMENTS**
- 15. DAVIS-SMITH TAX CD FROM PREVIOUS YEAR IF YOU HAVE ONE. PLEASE NOTE THAT WE WILL NO LONGER CREATE NEW CD'S. ALL DIGITAL FILES WILL BE UPLOADED TO OUR PORTAL.**