

# **CORPORATION/PARTNERSHIP YEAR-END CHECKLIST**

## **ITEMS NEEDED TO COMPLETE 2021 TAX RETURNS & FINANCIAL STATEMENTS**

**AS OF 12/31/21:**

- 1. BANK ACCOUNT BALANCES**
- 2. NOTE & LOAN BALANCES INTEREST PAID FOR YEAR**
- 3. ACCOUNTS RECEIVABLE, IF YOUR COMPANY USES ACCRUAL BASIS**
- 4. ACCOUNTS PAYABLE, IF YOUR COMPANY 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. SALES TOTALS**
- 10. IF YOU USE QUICKBOOKS, PLEASE PROVIDE A BACKUP OF YOUR DATA AFTER ALL 2021 INFORMATION HAS BEEN POSTED AND BANK ACCOUNTS RECONCILED THROUGH 12/31/20.**
- 11. PPP & EIDL LOAN DOCUMENTS.**
- 12. LOAN FORGIVENESS VERIFICATION**
- 13. STATE GRANT DOCUMENTS**
- 14. 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.**