

Checklist

Corporation Name:

EIN:

Checklist

CORPORATION YEAR-END CHECKLIST

This checklist is provided to help you gather necessary information to prepare your 2024 corporate tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2023 tax year.

Accounting and Payroll Information

- ☐ Bank Account Balances
- ☐ Accounts receivable, if your organization uses accrual basis
- ☐ Accounts payable, if your organization uses accrual basis
- ☐ Inventory
 - ☐ Beginning year & ending year totals
- ☐ Settlement sheets, contracts & finance terms for any equipment or real estate purchased or sold during the year
- ☐ Records of cash disbursements & cash receipts
- ☐ Sales totals
- ☐ Documentation for any loans acquired in the current year
 - ☐ Interest paid for the year
- ☐ General ledger
- ☐ Balance sheet and income statement
- ☐ Payroll reports showing employee gross wages and employer taxes paid for the year
 - ☐ Copies of quarterly & year-end payroll tax returns
 - ☐ Copy of Forms 1096, 1099, W-2, and W-3 filed by the corporation
 - ☐ All proof and documentation of the Employee Retention Credit

Brokerage Transactions and Disposition of Capital Assets (Form 1099-B)

- ☐ Form 1099-B

Credit Card, Debit Card, and Third-party Network Transactions (Form 1099-K)

- ☐ Form 1099-K

Farm Income (Schedule F)

- ☐ Schedule F

Fixed Asset Information

- ☐ Dealer's certification for the purchase of a new or used electric vehicle
- ☐ Receipts or certifications for qualified energy improvements
- ☐ Assets purchased or newly placed in service (provide description, date acquired, purchase price, and any trade-in allowance)
- ☐ Assets disposed of during the year (provide description, date of disposition, sales proceeds, and any trade-in allowance)
- ☐ Lease agreements the corporation entered into during the year

Other Information

- ☐ List of director and officer names, position titles, average hours worked per week as well as compensation
- ☐ List of beneficiaries' names, address, identification number, and distribution percentage
- ☐ If you use QuickBooks, please provide a backup of your data after all 2024 information has been posted and bank accounts reconciled through 12/31/2024
- ☐ Mileage Log: Overall mileage for 2024 & business mileage for 2024
- ☐ Notification of any changes in ownership or beneficiaries
- ☐ Tax-exempt interest or other tax-exempt income
- ☐ Interest and dividend income
- ☐ Charitable contributions
- ☐ Other income or deductions not included above