

Checklist	
Organization Name:	EIN:
Checklist	
TAX-EXEMPT YEAR-END CHECKLIST	
This checklist is provided to help gather necessary information to prepare the 2024 income tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from the 2023 tax year.	
Accounting Information	
<input type="checkbox"/> Bank Account Balances	
<input type="checkbox"/> Records of cash disbursements & cash receipts	
<input type="checkbox"/> Bank statements relating to taxable income from unrelated business transactions	
<input type="checkbox"/> Sales totals	
<input type="checkbox"/> General Ledger	
<input type="checkbox"/> Proof of Income & Expenses	
<input type="checkbox"/> Assets purchased or newly placed in service (provide description, date acquired, purchase price, and any trade-in allowance)	
<input type="checkbox"/> Assets disposed of during the tax year (provide description, date of disposition, sales proceeds, and any trade-in allowance)	
<input type="checkbox"/> Net operating loss (NOL) carryovers pre-2018	
<input type="checkbox"/> Net operating loss (NOL) carryovers post-2017 by activity	
<input type="checkbox"/> Investment Interest	
Other Information	
<input type="checkbox"/> List of director and officer names, position titles	