

# Checklist for Business Return Filers:

## For All Businesses:

- Check Register(s)
- Bank Statements
- Income Statement
- Balance Sheet
- Accounting Software Backup or Detailed Printout
- Listing of all new Assets
- Listing of all disposed of or assets that were traded in
- Copies of receipts for purchased assets
- Mileage log or total business miles on your personal vehicle
- Health Insurance total paid by the Company
- Health Insurance total for officers paid by the company
- Reconciled Balance on any Checking or Savings Account as of 12/31
- All business loan balances as of 12/31
- Interest paid on loans in 2009
- Interest earned on savings accounts in 2009
- 1099 forms you receive
- Cash contributed or withdrawn from the company

## Businesses with Employees

(if we do not prepare your payrolls and quarterly reports)

- Detailed Payroll Register for entire year
- Copies of all filed Quarterly Reports
- Copies of your Form W2's, W3 and MW3
- Copies of your 1099's

## Third Party Reporting Requirement

If your business paid any person or an unincorporated company \$600 or more during 2009 for rent or services you are required to issue them a form 1099. Our office would be happy to prepare the forms for you if you provide the following information:

- Payee Name
- Business Name (if different)
- Federal ID or Social Security Number
- Payee Address

The 1099's are due on January 31 so get the information in early.