

REBECCA TUCKER CPA

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ITEMS FOR PREPARATION OF BUSINESS TAX RETURNS

- 1) Completed documents/information from the new client packet, if applicable.
- 2) End of year financial reports and/or invitation or link to view these reports in your financial software. Financial reports include a comparative balance sheet as of 12/31, a comparative profit and loss as of 12/31, a Trial Balance as of 12/31, and a general ledger for the current fiscal tax year.
- 3) Bank statements as of 12/31 for all bank accounts.
- 4) Loan statements as of 12/31 for all loans including total interest expense for the year and end of year loan balances.
- 5) Investment statements as of 12/31.
- 6) Copies of sales tax returns, if applicable.
- 7) Copies of payroll tax returns - 941's, 940's, TWC reports and W-3.
- 8) Purchase/sales documents for purchase and/or sales of assets.
- 9) Any other relevant tax information/documents.

NOTE: If you are not a calendar year business, substitute 12/31 in this list with the last month and day of your fiscal year end.

Electronic formats are preferred. A secure portal/link will be provided upon request.