

Findon & Associates, LLC
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Pittsburgh, PA 15235-3435



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Certified Public Accountants

Information & Documents for Business Tax Preparation

If you use **QuickBooks**:

- Provide an Accountant's Copy of QB – via our online portal, Google drive or flash drive
- If your books are **PASSWORD** protected, please inform us accordingly.
- Please include the year's version of QuickBooks in use

If you use another software brand, please provide the following documents:

- Balance Sheet at 12/31, cash basis and accrual basis
- Income Statement at 12/31, cash basis and accrual basis
- **Detailed** General Ledger for the 12-month period

If you use hand-generated records:

- ___ Prepared spreadsheets, **totaled by month** and **totaled** by year
- ___ Checkbook Register for entire year and cash expense summary
- ___ Sales Summary; include copies of all sales tax returns filed for year, if applicable

Required Documents for ALL BUSINESS Returns

*In addition to the software noted above, please supply the following, **if applicable**:*
(If we do your bookkeeping, we may have some of these items already.)

- Copies of December Bank Statements, please include all bank accounts in use; disregard if we have access to your bank accounts
- Detailed listing of inventory on hand at 12/31 priced at cost paid, if applicable
- All forms 1099 received
- Investment Account Statements for the entire year, if any
- Payroll Journal showing wages and taxes paid by employee for year
- Copies of purchase receipts for new capital equipment or major improvements
- Outstanding loan balances at 12/31 and interest paid on these loans for the year
- Monthly copies of Line of Credit statements for the entire year
- Copies of other documents pertinent to changes in the business over the course of the year; ownership changes, stock redemptions, business discontinued, etc.

Worksheets for vehicle and home office usage are available for your convenience.