

MOSS & RIGGS, PLLC

Items Needed for Preparation of Your Business Tax Return

1. Completed New Client Information Form
2. If not prepared by Moss & Riggs, PLLC, your prior three years of tax returns
3. If this is your first year with Moss & Riggs, LLC, please provide copies of your corporate documents
4. A copy of your mileage log(s) for business use of vehicles
5. Copies of your bank statements for December of the tax year being filed and the following January
6. Vehicle questionnaire for business use of vehicles
7. Quickbooks backup (full copy, NOT Accountant's or Portable copy)
8. Summary of income and expense if not using Quickbooks
9. Copies of all 1099s for the business
10. Copies of invoices and financing agreements for the purchase of any equipment
11. Copies of closing statements (Form HUD-1) for the sale or purchase of real property.
12. If we are not preparing your payroll, please provide copies of all payroll tax filing: Forms 941/944, VA-5/6, 940, VEC and proof of payment of taxes
13. Any tax notices sent to you by the IRS or other taxing authority
14. Bank verification of balances on credit cards, lines of credit or other loans provided by lender
15. Credit card statements for the year
16. Copies of IRS acceptance of your S Corporation status, if applicable