BOOKS WITH EK

Accounting, Finance & Tax Services

PERSONALIZED TAX CLIENT CHECKLIST

Business Tax Client

For sole proprietors, LLCs, partnerships, S corporations, and other business clients. Your specific filing requirements may vary by entity and activity.

CLIENT INFORMATION

Client / Business Name: _____

Tax Year: _____

Return Type: ☐ New Client ☐ Returning Client ☐ Individual ☐ Business

Preferred Contact: ☐ Email ☐ Phone ☐ Text

1. Business & Entity Information

☐ Legal business name and DBA
☐ EIN
☐ Entity type and state of formation
☐ Ownership information / percentages
☐ Prior-year federal, state, and local business returns
☐ Articles of organization/incorporation, if applicable
☐ Prior IRS/state correspondence or notices

2. Income & Revenue

☐ Year-end Profit & Loss statement
☐ General ledger / trial balance, if available
☐ Business bank statements
☐ Business credit-card statements
☐ 1099s received
☐ Sales / merchant-processing reports
☐ Payment-app records: Zelle, PayPal, Venmo, Cash App, Stripe, Square, etc.
☐ Other business income

3. Business Expenses

☐ Advertising and marketing
☐ Office supplies and software
☐ Rent, utilities, telephone, and internet

☐ Insurance
☐ Legal, accounting, and professional fees
☐ Payroll reports and payroll tax filings
☐ Contractor payments / 1099 information
☐ Vehicle and mileage records
☐ Travel, meals, lodging, and transportation
☐ Equipment, furniture, computers, vehicles, and other assets
☐ Repairs and maintenance
☐ Interest and bank fees
☐ Inventory / cost-of-goods-sold records
☐ Licenses, permits, state/local taxes and fees
☐ Other business expenses

4. Fixed Assets & Depreciation

☐ Asset purchase invoices/receipts
☐ Date placed in service
☐ Business-use percentage
☐ Assets sold, traded, or disposed of
☐ Prior depreciation schedules

5. Payroll, Owners & Distributions

☐ Annual payroll summary
☐ Owner/officer compensation, if applicable
☐ Owner draws/distributions
☐ Retirement plan contributions
☐ Health insurance information
☐ Employer payroll filings and year-end reconciliation

6. Business-Specific Items

☐ Home-office information, if applicable
☐ Business mileage log
☐ Loans received, refinanced, or repaid
☐ Government assistance information, if applicable
☐ Sales/use tax records, if applicable
☐ Multi-state activity or income
☐ K-1 information, if applicable
☐ Estimated federal/state tax payments
☐ Business acquisition, sale, merger, or ownership changes

SECTION C — PRIOR-YEAR, CATCH-UP & CLEAN-UP SERVICES

☐ Prior-year tax return preparation
☐ Prior-year amended return
☐ IRS or state notice response
☐ Historical bookkeeping completion
☐ Catch-up bookkeeping / cleanup
☐ Bank and credit-card reconciliations
☐ QuickBooks cleanup / transaction organization
☐ Historical financial statements
☐ Reconstruction of missing financial records
☐ Financial reporting / management reporting

SECTION D — BOOKS WITH EK FINAL REVIEW

☐ Engagement/service agreement completed
☐ Client information verified
☐ Prior-year return reviewed
☐ Requested documents received
☐ Income sources reviewed for completeness
☐ Deductions and credits reviewed
☐ Business records reconciled, if applicable
☐ Missing items/questions communicated
☐ Return reviewed before client approval
☐ Client approval received
☐ E-file authorization completed, if applicable
☐ Filed return and final documents delivered

MISSING INFORMATION / FOLLOW-UP

☐ _____
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☐ _____

CLIENT ACKNOWLEDGMENT

I understand this checklist is a guide and that additional information may be requested based on my circumstances, income, business activities, tax history, and applicable requirements. I agree to provide complete and accurate information to the best of my knowledge.

Client Signature: _____

Date: _____

Preparer: _____

Date Received: _____