

2019 BUSINESS TAX CHECKLIST

Just as a reminder, the following due dates are in effect for Tax-Year 2019:

<u>Type of Return</u>	<u>Due Date</u>
1099s mailed to subcontractors	January 31, 2020
S-Corporate "1120S" Returns	March 16, 2020
Partnership Returns	March 16, 2020
Corporate "1120" Returns	April 15, 2020
Personal Tax Returns	April 15, 2020
All City Returns	April 15, 2020
Ohio CAT Annual Tax Return	May 11, 2020

In order to expedite the completion of your business tax returns, please provide the following information to our office at your earliest convenience;

- _____ 1. All year-end bank statements.
- _____ 2. All principal Loan Balances as of December 31st for loans being paid during 2019.
- _____ 3. All 1098s for Interest Paid to a Banking Facility or an Individual.
- _____ 4. List of any new equipment purchases or leases. **Please include bill of sale for each item.**
- _____ 5. Physical inventory count dated 12-31-2019 - **total at cost.**
- _____ 6. Balance of accounts receivable dated 12-31-2019.
- _____ 7. List of trade accounts payable dated 12-31-2019.
- _____ 8. Total miles and business miles driven for company operated vehicle, if not claiming actual expenses. As always, be sure you keep contemporaneous mileage logs in the event of an audit, this should include beginning and ending odometer readings.
- _____ 9. List of all federal income tax deposits made for your business for 2019 with date paid noted.
- _____ 10. If you are dropping off QuickBooks data on a USB, **include QuickBooks version (year), user name, and password.**
- _____ 11. If you perform work inside various cities, provide gross revenues and gross payroll for each taxable city, so that we may prepare required city tax returns.
- _____ 12. Please sign and return a copy of the enclosed letter of engagement to our office. You must sign the Engagement Letter in order for us to prepare and file your business tax returns.
- _____ 13. All Partnerships & S-Corporations will need to provide us with a copy of form W-3 for 2019, provided we do not process your payroll or payroll reports.

****If you are a retainer client, disregard any of the above items which you normally provide to us for preparation of your monthly/quarterly financial statements.***