

What to Bring for 2023 Business Tax Return Preparation

- Copies of prior 2 years returns which includes a Depreciation Schedule (**new clients**)
- Complete business name, address, Federal Identification Number (EIN) and PA Corporate Tax ID Number
- Type of Entity (Sole-Proprietorship, Partnership, S-Corp, C-Corp, Single-Member, LLC, Multi-Member, LLC, Non-Profit, etc.) (**new clients**)
- The names, addresses, and social security numbers of all shareholders/partners and the percentage of business ownership
- Calendar year end or fiscal year end filer (**new clients**)

****** AMOUNT OF ERC RECEIVED IN 2023. WERE ALL APPLICABLE TAX YEAR RETURNS AMENDED?******

Accounting Systems:

If your accounting is computerized and you prefer to save it to a thumb drive, please let us know which version of QuickBooks you are using along with the User ID & Password to your QuickBooks Account

If you prefer to bring us paper financial statements from your computerized bookkeeping please print and bring to us:

- January-December Profit & Loss Statement
- December 31 Balance Sheet
- January-December General Ledger

If you have a handwritten bookkeeping system please make sure you include total income and expenses (broken down into categories) totaled for the year. This saves us time and you money by not having to add up your spreadsheets. We do not need to have all your backup receipts to your bookkeeping, keep those for your files.

Additional Items you may receive that you will want to bring to us:

- 1099-Misc Received
- 1099-Int
- 1099-K from Credit Card Processing
- W-2/W-3/Payroll Summary
- 1099-Misc issued to subcontractors
- Profit sharing funding documentation
- Paperwork relating to the purchase of any new equipment, tools, computers and vehicles
- Mileage log of business miles
- Ending balance in all your bank accounts as of December 31st

IRS CIRCULAR 230 DISCLOSURES:

Pursuant to Treasury Regulations, any tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used or relied upon by you or any other person, for the purpose of (i) avoiding penalties under the Internal Revenue Code, or (ii) promoting, marketing or recommending to another party any tax advice addressed herein.