

# Business Tax Organizer

**This is only for Corporations, LLCs and Partnerships. Please submit this completed organizer with your tax information. This will allow us to timely complete your return. Simply supplying your QuickBooks backup alone is not sufficient information.**

**Please check off as completed:**

- Make your adjusting journal entries provided with your 2017 return if you have not already done so.
- 1/1/18 to 12/31/18 Profit and Loss Statement (summary of income and expense)
- 12/31/18 Balance Sheet
- Backup copy of your QuickBooks on a USB flash drive. **My password is:** \_\_\_\_\_
- Copies of year-end bank reconciliation(s).
- Copies of any 2018 equipment purchases over \$2,500.
- Copies of any new bank loans obtained during 2018.
- How much was paid for health insurance for the shareholders during 2018? \_\_\_\_\_
- Does the business have a life insurance policy on an employee or partner? \_\_\_\_\_  
*If yes: Total number of employees at end of year \_\_\_\_\_ Number of insured \_\_\_\_\_  
 Insured value \$ \_\_\_\_\_*
- Do you provide or pay for any part of your employees health insurance? Yes / No
- Did you file payroll reports? Yes / No
- Did you file sales tax reports? Yes / No
- Did you file 1099s? Yes / No
- Provide copies of any federal or state correspondences received during 2018.
- 12/31/18 Year-end balance of:
  - Accounts receivable: \$ \_\_\_\_\_
  - Cost of inventory on hand: \$ \_\_\_\_\_
  - Unpaid sales tax: \$ \_\_\_\_\_
  - Accounts payable: \$ \_\_\_\_\_
- 12/31/18 Year-end payroll balances: (if we did not prepare your payroll)
  - A copy of your W3.
  - Unpaid Form 941 deposit: \$ \_\_\_\_\_
  - Unpaid state unempl. deposit: \$ \_\_\_\_\_
  - Unpaid federal unempl. deposit (940) \$ \_\_\_\_\_
  - Unpaid state withholding deposit: \$ \_\_\_\_\_
- 2018 Business mileage for each business vehicle.

Vehicle	Business Miles Driven	Total Miles Driven

- Provide the following for each loan: (include new loans and payoffs also)

Description	Balance as of 12/31/18	Interest Paid in 2018
	\$	\$
	\$	\$

- For equipment sold or disposed of during 2018, provide the following:

Purchase Date	Date Sold	Description	Sales Price
			\$
			\$

- List any business expense that you incurred personally, and were not reimbursed by the company.

Description	Amount
	\$
	\$