





Business Tax Return Document Request Checklist

Business Entity Name: _____ Tax Structure: <input type="checkbox"/> S-Corporation <input type="checkbox"/> C-Corporation <input type="checkbox"/> Partnership		
CHECKLIST: Please send all applicable items listed below:		
<input type="checkbox"/>	[If this is the first year RAC is preparing your business tax return] Copies of your corporate formation documentation (<i>EIN letter, Articles of Incorporation, Bylaws/ Partnership Agreement, S-Corporation election letters, etc.</i>)	
<input type="checkbox"/>	Financial statements, business income and expenses, and/or a trial balance for the tax year	
<input type="checkbox"/>	Payroll Documents for the Year	
<input type="checkbox"/>	All bank account statements showing the balance as of December 31 st (<i>or the last day of the business tax year</i>)	
<input type="checkbox"/>	All credit card account statements that overlap with December 31 st (<i>or the last day of the business tax year</i>)	
<input type="checkbox"/>	All loan account statements showing the balance as of December 31 st (<i>or the last day of the business tax year</i>)	
<input type="checkbox"/>	Details of all assets purchased or sold during the tax year (<i>invoice, purchase agreement or closing statement</i>)	
<input type="checkbox"/>	Inventory value as of the last day of the tax year at cost basis	
<input type="checkbox"/>	Sales Report from your merchant provider or POS system for the entire tax year (<i>if applicable</i>)	
<input type="checkbox"/>	Details on any ownership changes that took place throughout the year (<i>i.e. changes in ownership percentage or personnel</i>)	
DELIVERY OPTIONS:		
<p>24/7 Secure Drop Box <i>Located at the front entrance</i></p> 	<p>Secure Portal <i>Located on our website</i></p> 	<p>In-Office <i>Leave your documents in our hands</i></p> 