



Roberts Accounting, CPAs, P.C.

### 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	
<b>CHECKLIST:</b> 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 <sup>st</sup> ( <i>or the last day of the business tax year</i> )		
<input type="checkbox"/> All credit card account statements that overlap with December 31 <sup>st</sup> ( <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 <sup>st</sup> ( <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> )		
<b>DELIVERY OPTIONS:</b>		
24/7 Secure Drop Box <i>Located at the front entrance</i>	Secure Portal <i>Located on our website</i>	In-Office <i>Leave your documents in our hands</i>



15 REGENCY OAKS BLVD, STE 100, ROCHESTER, NY 14624  
T: (585) 454-8780 F: (585) 625-0024 RAC-CO.COM