

Daugherty & Company, PLLC

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DOCUMENTATION NEEDED TO PREPARE BUSINESS INCOME TAX RETURNS, including Limited Liability Companies, Corporations, Partnerships, and Proprietorships

- _____ Confirmation of year end cash/checking balance
copy of year end bank statements for all accounts
copy of bank reconciliation if not generated by QuickBooks
- _____ Accounts Receivable summary (Note)
- _____ Inventory valuation summary (Note)
- _____ Fixed Asset additional ledger (Note)
- _____ Other Assets ledger (loan fees, etc) (Note)
- _____ Accounts Payable summary (Note)
- _____ Credit Card statements and reconciliation. If the credit card cut off date
is not 12/31, please provide the two statements which cover the month of December
- _____ Balance confirmation of any lines of credit and notes payable
- _____ Copies of new loans or leases entered into during the tax year
- _____ Tax year payroll tax returns, Form W3, 941, 940, state unemployment tax returns, 1099s
- _____ December sales tax returns, reflecting year end liability
- _____ Copies of any IRS or Tax assessments of any kind, letters from the IRS or TN Dept of Rev
- _____ Information relating to issuance of stock or change in ownership structure of any kind
- _____ Income and Expense Summary (Note)
- _____ Identification of matters which may require special attention, customer prepayments, etc
- _____ Tangible Personal Property Tax Form (if you need us to complete it)
- _____ Authorization to file Tennessee Business Tax return due April 15th, this is not
the business income tax return

Note 1 - if updated copy of QuickBooks is provided, several documents can be generated from the QuickBooks program

Note 2 - Accounts Receivable and Accounts Payable is not included in a CASH BASIS income tax return