

GRADY & ASSOCIATES

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Business Tax Return Request List

Please send the following along with your reconciled financials:

Assets

- Bank account statements showing the year-end balance.
- Bank reconciliations at fiscal year-end.
- Receipts for fixed asset additions in the tax year.
- Accounts receivable aging summary for accrual clients.

Liabilities

- Fiscal year-end credit card statements. If the statement ends in mid-January, we need that statement so we can work back to the month end balance.
- Year-end loan and line of credit statements. These must show total interest paid, escrow, and principal balance of the loan at FYE.
- Details of any payroll liabilities, 401k liabilities, etc. at year end.
- Accounts payable summary for accrual clients.

Equity

- Details of any ownership changes in the year.

Income Statement

- Officer W2's.
 - Form W3 Showing wages paid to all employees in the year.
 - Form 940 Employers Federal Unemployment Tax Return.
 - Closing statements from any asset sales in the year (sale of a building, sale of a truck, etc.)
- All 1099's received in the year.