

OLSEN, HENDRICKS & WEBSTER CPAs

CERTIFIED PUBLIC ACCOUNTANTS
Member AICPA and ISCPA



Business Tax Return Checklist

Company Name:

Tax Year:

	Attached	N/A
Engagement Letter		
QuickBooks file reconciled thru 12/31		
December bank statements		
Credit card statements showing 12/31 balances		
Loan statements showing 12/31 balances		
W-3 or 941 Reports		
1099s		
Purchase or sale information for vehicles, equipment, or real estate		
Documentation of business expenses paid from personal accounts		
Information on owner contributions		
Documentation explaining change in ownership interest		

Additional Comments:
