

## **Tax Return Checklist for Business Returns; C Corps, S Corps, Partnerships and Non-Profits**

Read through the following list as a reminder of what is needed to complete your tax return.

Depending on the type of business, you may not have or need every item listed. Just make sure you get all the items pertinent to your return turned in to your Tax Specialist before the cut-off date of March 1st for corporate and partnership returns, May 1st for non-profits.

***Any information not in on time will result in your return being put on extension.***

If you are unsure about any of these, or have any questions, call 574-367-7366 or email [jenifer@tidewater-tax.com](mailto:jenifer@tidewater-tax.com)

**Financial Statements** - or data backups

**General Ledger and List of Journal Entries** - If no data backup

**Bank Statements and Reconciliations** - especially year-end

**Check Registers** - especially year-end

**Aging Reports for Receivables and Payables** - If we don't get a data backup

**Investment account Statements**

**List of Assets Purchased, Sold, Traded-in or otherwise disposed of** during the year - Include Bill-of-sale/purchase information

**Notes and Leases** - amortization schedules, new note contracts,

**Interest paid** during year, and Loan Balance as of 12/31

**Payroll Reports/Registers** - for Year-End, including withholding information

**Any Change in Ownership or Capital Structure** - Information on New/Leaving Shareholders/Partners, Equity Contributions/Distributions

**Partnership Operating Agreement**

**Nonprofits and Foundations** - change in Board Members, change in Mission, List of significant Donors, Description of activities for the year

**Fair Market Valuation for gifts** - as well as Donor's Basis (for 501(3)C)

**Copy of Prior Year's Tax Return**