



Accounting | Consulting | Tax Return Preparation

WHAT TO BRING TO COMPLETE A 2017 CORPORATION, OR PARTNERSHIP, OR SOLE PROPRIETORSHIP TAX RETURN

1. Accountant copy of your QuickBooks file (call us if you need help to download file). We will need to know:

- Username
- Password
- QuickBooks version

OR

If you do not use QuickBooks, give us a summary of your income & expenses with details

2. Copies of all 1099s received by the company
3. Copies of all 1099s prepared by the company
4. Copies of all W-2s, W-3, payroll tax returns for the year, including 940, 941s, Employment Security, NV Modified Business Tax (unless we prepare these returns for you)
5. Bank statements for 2017 including December reconciliation (if we do not do your bookkeeping)
6. List of any new asset purchases, including item description, date of purchase, purchase price, and any financing agreements (vehicles, equipment, furniture, improvements, etc.)
7. Any loan agreements to/from the company

ALSO, FOR ACCRUAL BASIS COMPANIES:

8. List of accounts receivable at 12/31/2017
9. List of accounts payable at 12/31/2017
10. Inventory on hand at 12/31/2017 (stated at cost)

1254 Dove Tree Ct. • Henderson, NV 89014
Office: 702.639.1800 • Fax: 702.435.9224 • www.DirkCPA.com • Carla@DirkCPA.com