



2010 Tax Document Checklist

Bank and Credit Card Statements

- Checking Account Statements
- Savings Account Statements
- Money Market Account Statements
- Bank Statement Reconciliations
- Credit Card Statements for all business credit card accounts
- Check Ledger
- Cash Books
- Petty Cash Vouchers

Accounts Receivable

- Accounts Receivable Ledger
- Invoices to Customers
- Sales Records
- Records of Overdue Invoices

Accounts Payable

- Accounts Payable Ledger
- Invoices from Vendors
- Business Receipts
- Receipts for all significant fixed asset purchases made during the year such as computers, equipment, vehicles, etc.

Office Expense Statements

- Electric Bill Statements
- Office Rental Payment Receipts or Mortgage Statements
- Cell Phone Bill Statements
- Phone Bill Statements
- Internet Bill Statements
- Miscellaneous Statements for Office Expenses

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PRODUCTS

Inventory

- Inventory evaluation report which includes the inventories of products, equipment, and supplies
- Depreciation Schedule for equipment, if available

Business Vehicle Information

- Mileage Ledger or Log
- Starting and Ending Year Mileage
- Business Vehicle VIN, Make, and Model
- Maintenance Log
- Receipts for Maintenance Expenses

Payroll

- Payroll Ledger
- Quarterly Federal Payroll Tax Reports
- Quarterly State Payroll Tax Reports
- Annual W-3 for Each Employee
- W-2 Forms for Each Owner and Officer

Business Loans

- Documentation for any new loans or credit lines taken during the year

Documentation must show the amount of the loan, the due date of the loan, the interest rate and payment terms
- Documentation for all business loans outstanding as of December 31

Documentation must show the principal balance and the amount of interest paid during the year

Bookkeeping Records

- If you hired a Bookkeeper, include your monthly bookkeeping records
- If you used Quickbooks or similar accounting software, include a back up file or accountant's copy file. Indicate which version of accounting software you used and any passwords needed to access the information.

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