

Bradshaw, Gordon & Clinkscales, LLC  
Business Information Checklist

We are providing you the following information checklist to assist you in gathering information to prepare your business tax returns.

- Backup of QuickBooks or Peachtree software, if used, including password
- Balance Sheet and Profit & Loss statements for the calendar (fiscal) year
- Copies of bank statements and bank reconciliations for the last month of the year
- Description, cost and date of fixed assets purchased, including bill of sale. If company has multi-state operations, please indicate which state the asset is used in
- Fixed asset list <sup>1</sup> which identifies fixed assets sold or no longer in use
- HUD statements for real estate purchases
- Financing or leasing agreements for new purchases
- Aged accounts receivables list at year-end
- Inventory list at year-end
- Aged accounts payable list at year-end
- Copies of credit card statements for the last month of the year
- Loan statements showing the balances owed at year-end
- Loan documents for new borrowings during the year
- Copies of quarterly and annual payroll tax returns, including 941s and W2s
- Itemized list of business expenses paid personally by the owners
- List of total miles and business miles for each auto used in the business
- Information regarding any change of ownership during the year
- Information regarding life insurance, including names of owner, insured and beneficiary
- List of officers of the company, including title and percentage owned
- Copies of year-end minutes, if available
- If company operates in more than one state, please provide sales, payroll, rent and fixed asset detail broken out by state

There may be other items not listed that apply to your particular tax situation. We will review the information provided and advise you of any additional information needed.

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<sup>1</sup> Please ask us to provide you a fixed asset list to review if we have prepared your return in prior years