

## 2021 Business Tax Organizer

These are the items we need; some may not be applicable to your company.

1. Accrual balance sheet at December 31, 2020 (Memo: we want to be sure last year's adjustments were booked, if you need help, please request.) \*
2. Accrual balance sheet at December 31, 2021, in excel, comparative with prior year.
3. Accrual trial balance at December 31, 2021.
4. Accrual profit & loss statement January 1, 2021- December 31, 2021, in excel, comparative with prior year.
5. General ledger January 1, 2021 - December 31, 2021.
6. List of new asset additions/retirements in 2021.
7. Bank statements and reconciliations at December 31, 2021 and January 31, 2022 for all accounts.
8. Detail of account receivables at December 31, 2021 (Any accounts to write off?).
9. Detail of account payables at December 31, 2021.
10. Detail of inventory at December 31, 2021.
11. Payroll reports: W2/W3, 941/940, DE9 and DE9C.
12. Sales tax return for all four (4) quarters.
13. Detail of draws by owner(s) for the entire year.
14. List of estimated tax payments for the entire year.
15. Is there anything else you think would be helpful?

\* If you like, you can e-mail us a back-up of your QuickBooks file.