

**CORPORATION/PARTNERSHIP TAX CHECKLIST FOR THE PERIOD 1/1/18 TO 12/31/18**

**COMPANY NAME** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FEDERAL ID#** \_\_\_\_\_

**DATE INCORPORATED** \_\_\_\_\_

**STATE INCORPORATED** \_\_\_\_\_

**ALL BANK STATEMENTS  
CANCELLED CHECKS, CHECK STUBS  
DISBURSEMENT AND SALES JOURNALS**

**12/31/18 ENDING BALANCES ON ALL CHECKING ACCOUNTS:**

**BANK** \_\_\_\_\_ **BALANCE** \_\_\_\_\_

**BANK** \_\_\_\_\_ **BALANCE** \_\_\_\_\_

**BANK** \_\_\_\_\_ **BALANCE** \_\_\_\_\_

**COST OF INVENTORY ON HAND @ 12/31/18** \_\_\_\_\_

**ACCOUNTS RECEIVABLE & TRIAL BALANCE @ 12/31/18** \_\_\_\_\_  
**(ENDING BALANCE OF ANY AMOUNTS CUSTOMERS OWE YOU)**

**ACCOUNTS PAYABLE & TRIAL BALANCE @ 12/31/18** \_\_\_\_\_  
**(ENDING BALANCE OF ANY AMOUNTS SUPPLIERS, ETC.)**

**MERCHANDISE** \_\_\_\_\_

**SUPPLIES** \_\_\_\_\_

**UTILITIES** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**OTHER** \_\_\_\_\_

**12/31/18 ENDING BALANCE ON ALL NOTES PAYABLE:**

<b>BANK</b> _____	<b>BALANCE 12/31/18</b> _____	<b>INTEREST RATE</b> _____	<b>INTEREST PAID</b> _____
<b>BANK</b> _____	<b>BALANCE 12/31/18</b> _____	<b>INTEREST RATE</b> _____	<b>INTEREST PAID</b> _____
<b>BANK</b> _____	<b>BALANCE 12/31/18</b> _____	<b>INTEREST RATE</b> _____	<b>INTEREST PAID</b> _____
<b>BANK</b> _____	<b>BALANCE 12/31/18</b> _____	<b>INTEREST RATE</b> _____	<b>INTEREST PAID</b> _____

**LIST ALL ASSETS PURCHASED OR PLACED IN SERVICE DURING 2018(NEED COPY OF INVOICES):**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>COST</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**LIST ANY ASSETS SOLD OR TAKEN OUT OF SERVICE IN 2018:**

_____
_____
_____
_____

**INCOME:**

**NAME/TYPE**

_____	_____
_____	_____

**EXPENSES:**

**NAME/TYPE**

**AMOUNT**

<b>MATERIALS OR MERCHANDISE</b>	_____
<b>ADVERTISING</b>	_____
<b>CAR AND TRUCK</b>	_____
<b>COMMISSIONS AND FEES</b>	_____
<b>GENERAL LIABILITY INSURANCE</b>	_____
<b>HEALTH INSURANCE</b>	_____
<b>INTEREST</b>	_____
<b>MORTGAGE</b>	_____
<b>LEGAL &amp; PROFESSIONAL FEES</b>	_____
<b>RENT OR LEASE</b>	_____
<b>REPAIRS AND MAINTENANCE</b>	_____
<b>PROPERTY TAXES</b>	_____

**OTHER TAXES:**

_____	_____
_____	_____
_____	_____

**UTILITIES**

_____	_____
<b>WAGES</b>	_____

**OTHER EXPENSES:**

_____	_____
_____	_____
_____	_____

**DID YOU PROVIDE HEALTH INSURANCE TO YOUR EMPLOYEES?** YES \_\_\_\_\_ NO \_\_\_\_\_

**WHAT PERCENT OF THE PREMIUM DOES THE COMPANY PAY?** SINGLE \_\_\_\_\_ FAMILY \_\_\_\_\_

**DID YOU SEND A 1094-C?** YES \_\_\_\_\_ NO \_\_\_\_\_

**DID YOU SEND A 1095-C?** YES \_\_\_\_\_ NO \_\_\_\_\_

**DID YOU PAY HEALTH INSURANCE FOR THE SHAREHOLDERS?** YES \_\_\_\_\_ NO \_\_\_\_\_  
**IF SO, NEED AMOUNT PAID** \_\_\_\_\_.

**DID YOU FILE 1099 TO ALL REQUIRED RECIPIENTS:** YES \_\_\_\_\_ NO \_\_\_\_\_

**DID YOU HAVE ANY PURCHASES WHERE SALES TAX SHOULD BE REMITTED?** YES \_\_\_\_\_ NO \_\_\_\_\_  
**IF SO, NEED AMOUNT PAID** \_\_\_\_\_.

**DID YOU HAVE ANY SALES IN OTHER STATES?** YES \_\_\_\_\_ NO \_\_\_\_\_  
**IF SO, NEED DETAIL.**

**DID YOU HAVE A RETIREMENT PLAN FOR EMPLOYEES?** YES \_\_\_\_\_ NO \_\_\_\_\_

**DID YOU MAKE THE MATCH CONTRIBUTION BY DUE DATE (INCLUDING EXT)?** YES \_\_\_\_\_ NO \_\_\_\_\_

**DID YOU SEND FORM 5304 TO ALL ELIGIBLE EMPLOYEES?** YES \_\_\_\_\_ NO \_\_\_\_\_

**DID YOU HAVE WRITTEN DOCUMENTATION FOR TRAVEL, MEALS  
AND ENTERTAINMENT AND CHARITABLE CONTRIBUTION?** YES \_\_\_\_\_ NO \_\_\_\_\_

**DID YOU FILE A BUSINESS ENTITY REPORT WITH SECRETARY OF STATE?** YES \_\_\_\_\_ NO \_\_\_\_\_

**ARE YOU ELIGIBLE FOR DOMESTIC PRODUCTION CREDIT?** YES \_\_\_\_\_ NO \_\_\_\_\_

**DID YOU PAY LIFE INSURANCE FOR SHAREHOLDER** YES \_\_\_\_\_ NO \_\_\_\_\_

**WHO IS THE BENEFICIARY**

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**NEW REPAIRS AND MAINTENANCE REGULATIONS** YES \_\_\_\_\_ NO \_\_\_\_\_

**DO YOU RECORD PERSONAL USE OF VEHICLES** YES \_\_\_\_\_ NO \_\_\_\_\_

**PERSONAL PROPERTY TAX RETURN REQUIRED** YES \_\_\_\_\_ NO \_\_\_\_\_