



**WILMOTH**  
**& ASSOCIATES, P.A.**  
*accounting for your needs!*

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**List of Tax Information Needed to Prepare Business Returns**

- \_\_\_ Copy of last three year's federal tax returns;
- \_\_\_ Copy of payroll tax returns (941s, 940s and Florida unemployment) for current tax year;
- \_\_\_ Depreciation schedule - if any (list of depreciable assets and prior depreciation taken)
- \_\_\_ If computerized records are kept, please provide one of the following:
  - Print outs of Trial Balance, Profit and Loss, Balance Sheet and Cumulative General Ledger
  - Quickbooks backup if Quickbooks software is used
- \_\_\_ If records are kept manually, bring in record of income receipts and expense disbursements.
- \_\_\_ Copy of last bank reconciliation.
- \_\_\_ Mortgage and loan statement - if any
- \_\_\_ If business is an S-Corp, copy of S election approval letter from IRS.
- \_\_\_ Fixed asset additions and/or deletions for the tax year.

*This list is not all-inclusive of the information we might need to prepare your personal tax return, but it is a good start. Please forward any additional information you may feel is relevant in preparing your tax return.*

*Certified Public Accountants*