



Business Checklist for Year-End

- IRS Payroll Form 941 all Quarters or 944, and 940
- EDD – DE-9, DE9C, all Quarters
- W-3 and W-2's - issued by the company for a new reporting requirement related to the qualified business income deduction for pass-through entities.
- Sales Tax Report - Quarters or Annual 12/31
- Forms 1096 and 1099's
- Bank Statement for December Month End
- Business Credit Card Statements for Year End
- Prior Federal and State Tax Returns
- Year End Loan Statements or Interest Statements
- Year End QuickBooks Portable if applicable or cash basis reports in Excel format:
 - Balance Sheet Finalized with Previous Year Comparison
 - Profit and Loss with Previous Year Comparison
 - Profit and Loss Detail
 - Trial Balance
 - General Ledger Detail
- Detail listing of any fixed asset additions, including:
 - a. Description
 - b. Cost basis
 - c. Date in service
 - d. Purchased new or used
 - d. Purchase agreement
- Detail listing of any fixed asset additions, including:
 - a. Amount of proceeds
 - b. Disposal date
- Breakout of the 2018 health insurance expense account by employee.
- Amount of any entertainment expenses included in the food & entertainment account, if applicable.