



DRAZAN, HENKE AND ASSOCIATES

Certified Public Accountants

A Professional Limited Liability Company

2016 Business Tax Organizer Checklist

Now that 2016 has come to an end, we are getting ready for the upcoming tax season. In order to prepare the 2016 business tax returns we are requesting the following information (if it applies):

- ___ **QuickBooks Copy** – All checking and savings accounts should be reconciled through 12.31.16. We prefer that the QuickBooks file be an Accountant’s copy with a dividing date of 12.31.16 and that it be delivered to us on a jump drive or secure email.
- ___ **Bank statements** – December statement showing balance as of 12.31.16.
- ___ **Shareholder/Partner Loans & Payments** – Detail on any shareholder/partner loans and payments for the current year.
- ___ **1099s Received** – 2016 1099s received for interest, dividends, and stock sales.
- ___ **1099s Prepared** – 2016 1099s filed for payments made to vendors and independent contractors.
- ___ **Fixed Assets** – Information on fixed asset purchases/disposals (i.e. equipment, vehicles, and/or furniture).
- ___ **Loan/Lease/Mortgage** – December statement showing balance as of 12.31.16. If there was any new debt incurred in 2016, provide a copy of the agreement.
- ___ **Payroll (if DHA does not prepare)** – Year-end and quarterly payroll reports/information (i.e. W-3, W-2s, 941s, payroll summary from payroll provider).
- ___ **Mileage** – 2016 total auto mileage and allocation of business and personal miles.
- ___ **Retirement** – Detail on any retirement contributions made (or would like to be made) for 2016.
- ___ **Minutes** – Copy of 2016 Board of Directors’ minutes.

If you would prefer to e-mail the information, you may do so by sending it to stephanie@dha-cpa.com. If you do not have a way to encrypt your e-mail in order to send it securely, please ask for us to send you the link to our encryption service, ShareFile. You will be able to upload your files there and the file(s) will be securely e-mailed to us.

Thank you for your business and we look forward to working with you in 2017.

Sincerely,
Drazan, Henke, and Associates, PLLC