

ELO CPAS & ADVISORS
CLIENT YEAR-END INFORMATION

To facilitate the organization of year-end information, please review the following list of items that may be needed to prepare your year-end tax return. Please check each box for the items that do or do not apply and provide the applicable items to our office by the requested date.

Note: If you are a monthly client and you have already provided any of the following or if ELO prepares them internally, we do not need additional copies.

Provided	N/A	
		1. All form 1099's received
		2. All form K-1s and year-end investment statements
		3. Bank statements and corresponding bank reconciliations for all business accounts as of year-end
		4. Aged accounts receivable summary (if accrual basis), including indication of bad debt write-offs (if any)
		5. Other receivables - ex. employee advances, security deposits, intercompany/shareholder
		6. Inventory balances
		7. Prepaid expense and/or insurance detail
		8. Fixed asset additions for the year including invoice copies of purchases
		9. Fixed asset deletions for the year including sales receipts or scrapped items
		10. Accounts payable (if accrual basis) - listing of those expenses incurred before year-end, but paid after year-end
		11. Copy of year-end sales/use/excise tax returns
		12. Payroll tax returns - 941, 943, 940 (FUTA), state unemployment, W-2s, W-3
		13. Other accrued expenses - ex. employee benefits, real estate taxes, credit card statements
		14. Notes payable balances - include all loan statements and/or bank printouts with 1098 forms received
		15. Changes in stockholder/partner capital ownership during the year
		16. A list of the Board of Directors/owners - including titles and current addresses
		17. General Ledger detail
		18. QuickBooks Backup with a note listing QuickBooks year and Password
		19. Any other pertinent information that ELO needs to complete your tax return.

Did you file forms 1099 for year-end? Please circle one of the following: YES NO ELO PREPARED

Please include any additional comments or items to note below: