

## List of Documents to Provide to Your Tax Preparer – Businesses

- Backup of QuickBooks files if your accounting system is QuickBooks. A Backup is preferable to an Accountant's Copy or Portable File. Please provide this on a flash drive or through FredrickZink & Associates' portal located on our website at <https://www.durangocpas.com/send-files/>. Call our office for details.
- If you do not use QuickBooks for your accounting, please provide a trial balance, a balance sheet and an income statement for the year from your accounting system.
- Bank statements and reconciliations as of the year end.
- Bank prepared loan histories or amortization schedules for any loans outstanding at year end.
- Copies of W-3's and the officer's W-2's issued for the year.
- Copies of 4<sup>th</sup> quarter or December 31 (whichever applies) sales tax returns
- Copies of payroll tax reports (941's, state withholding, etc.) filed for the year if payroll is prepared in-house.
- Copies of payroll and payroll tax summaries for the year if payroll is prepared by a payroll service.
- Details on any sales of fixed assets during the year, including sales proceeds received, sales documents and trade information, if any.
- Details on any purchases of fixed assets during the year, including purchase documents, cash paid, loans entered into, etc.