**JAS Strategic Solutions**

**(Accounting, Payroll, Tax and much more)**

**2018 Company Information / Check List**

**Please use Capital Letters.**

**A. COPY OF THE LAST YEAR TAX RETUN**

**OR**

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

|  |  |
| --- | --- |
| **Company Name:** |  |
| **EIN:** |  |
| **Date of Incorporation:** |  |
| **State of Incorporation:** |  |
| **Classification:** | **LLC / Incorporation ( C Corp. / S Corp.)** |
| **No. of Shareholders / Partners** |  |
| **Address:** |  |
| **Telephone No.:** |  |

**Partner Details:**

**Partner 1:**

|  |  |
| --- | --- |
| **SSN / EIN:** |  |
| **Name:** |  |
| **Address:** |  |
| **Telephone No.:** |  |
| **Email ID.:** |  |

**Partner 2:**

|  |  |
| --- | --- |
| **SSN / EIN:** |  |
| **Name:** |  |
| **Address:** |  |
| **Telephone No.:** |  |
| **Email ID.:** |  |

**Use additional sheets for more partners:**

**Other Details:**

**Profit and Loss Account and Balance Sheet**

**Bank reconciliation.**

**OR**

**QB Back up**

**OR**

**Income**

* Gross receipts from sales or services
* Sales records (for accrual based taxpayers)
* Returns and allowances
* Business checking/savings account interest (1099-INT or statement)
* Other income

**Cost of Goods Sold (if applicable)**

* Inventory
* Beginning inventory total dollar amount
* Inventory purchases
* Ending inventory total dollar amount
* Items removed for personal purposes
* Materials & Supplies

**Expenses**

* Advertising
* Phones (landline, fax or cell phones related to business)
* Computer & internet expenses
* Transportation and travel expenses
  + Local transportation
    - Business trip (mileage) log
    - Contemporaneous log or receipts for public transportation, parking, and tolls
  + Travel away from home
    - Airfare or mileage/actual expense if drove
    - Hotel
    - Meals, tips
    - Taxi, tips
    - Internet connection (hotel, Internet café etc.)
    - Other
* Commissions paid to subcontractors
  + File Form 1099-MISC and 1096 as necessary
* Depreciation
  + Cost and first date of business use of assets
  + Records relating to personal use of assets
  + Sales price and disposition date of any assets sold
* Business insurance
  + Casualty loss insurance
  + Errors and omissions
  + Other
* Interest expense
  + Mortgage interest on building owned by business
  + Business loan interest
  + Investment expense and interest
* Professional fees
  + Lawyers, accountants, and consultants
* Office supplies
  + Pens, paper, staples, and other consumables
* Rent expense
  + Office space rent
  + Business-use vehicle lease expense
  + Other
* Office-in-home
  + Square footage of office space
  + Total square footage of home
  + Hours of use, if operating an in home daycare
  + Mortgage interest or rent paid
  + Homeowner's or renters' insurance
  + Utilities
  + Cost of home, separate improvements and first date of business use
* Wages paid to employees
  + Form W-2 and W-3
  + Federal and state payroll returns (Form 940, Form 941, etc.)
    - Employee benefit expenses [This needs to be left-aligned with "Wages paid to employees"]
    - Contractors
    - Form 1099-MISc
    - Form 1096
* Other expenses
  + Repairs, maintenance of office facility, etc
  + Estimated tax payments made
  + Other business related expenses
    - Health insurance [This needs to be left-aligned with "Other expenses"]
    - Premiums paid to cover the sole-proprietor and family
    - Premiums paid on behalf of partners and S corporation shareholders
    - Information on spouse's employer provided insurance