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***Tax Return Checklist for Entity Tax Returns (ie Corporations, S Corporations, Partnerships, LLCs, Trusts, Estates, Gifts, Non-Profits, Foundations)***

Read through the following list as a reminder of what is needed to complete your tax return. You may not have all of these items, but you will probably have several of them. If you are unsure about any of the items, give us a call at 303-841-4220 or shoot us an email.

- Financial Statements** (or data backups of QuickBooks)
- General Ledger and List of Journal Entries** – if we don't get a data backup
- Bank Statements and Reconciliations**, especially year end December 2011
- Check Registers**
- Investment Account Statements**
- Aging Reports for Receivables and Payables**
- List of Assets Purchased/Sold/Disposed of During the Year** – include bills of sale/purchase
- Notes, leases** – amortization schedules, new note contracts
- Payroll Reports** for year end
- Any Changes in Ownership or Capital Structure** – ie: list of new shareholders/partners with equity contributions
- Partnership/LLC Operating Agreements**
- Fair Market Valuation for Gifts** – as well as donor's basis
- For Nonprofits and Foundations** – change in board members; change in mission; list of significant donors; description of activities for the year
- Copy of Prior 2 Year's Tax Returns** – for new clients only