



Business Organizer

I. Checklist

Company Information (New Clients Only)		<input checked="" type="checkbox"/>
Articles of Incorporation or Organization and Bylaws		
S Election (Form 2553), if applicable		
List of shareholders including addresses, social security numbers & number of shares		
Names, addresses, and titles for officers and directors		
Prior year's tax returns (Federal and state), if applicable		
Financial Information		
Back up of QuickBooks file, if applicable (can be sent via email)		
Profit & Loss Statement for the year and year-end Balance Sheet		
If no Quickbooks file, detailed general ledger or breakdown of transactions for the year		
End-of-year bank reconciliations and copy of December bank statements		
Copies of December business credit card statements		
Copy of December sales tax report, if applicable		
End-of-year balances on notes payable		
Recap of expenses paid by officer, but not reimbursed by Company		
Payroll Information		
Copies of end of year payroll reports (941, 940, and TWC)		
Copies of W2s and W3		
Miscellaneous Information		
Auto mileage for each vehicle, listing total miles, commuting miles and business miles		
If new purchase or lease of vehicle, copy of purchase/lease agreement		
Medical insurance premiums for shareholders		
Dates, description and amount of all purchases of furniture and/or equipment		
If office-in-home is claimed, total amounts paid for utilities, insurance and repairs & maintenance		

II. Business Income and Expenses

BUSINESS INFORMATION		
Name of Business		Type of Business
Business Address (if different)		
Federal ID Number (if applicable)		

REVENUES		
Gross Receipts		
Returns & Allowances		
Other Income		

COST OF GOODS SOLD		
Beginning Inventory		
Purchases		
Ending Inventory		

EXPENSES			
Advertising		Meals & Entertainment	
Bank Charges		Office Supplies	
Business Promotion		Postage & Delivery	
Contract Labor		Rent	
Computer Expense		Supplies	
Dues & Subscriptions		Taxes	
Insurance		Telephone	
Interest Expense		Travel	
Legal & Professional Fees		Wages & Salaries	
Licenses & Permits			
Other:		Other:	

III. Other Business Expenses

ASSET PURCHASES		
Date	Description	Amount

