



Lawrence R. Smith, PRESIDENT
William P. Dodd, CPA
James H. Foster Jr, CPA

END OF THE YEAR CHECKLIST - FOR BUSINESSES

Client Name: _____

- _____ Back-Up Copy of business software (i.e., Quickbooks, Excel, etc.) with username and password.
- _____ Copy of December 2020 Bank Statements and Reconciliations (all business accounts).
- _____ Copy of any Vehicle or Equipment Contracts that are financed/purchased in 2020. Also include any assets that were disposed of in 2020, including Sales Price/Sales Expenses.
- _____ Copy of Year-End Payroll Tax Returns (W3, W2, 940) for 2020 (unless we produce).
- _____ Copy of Quarterly Payroll Tax Returns (941, State Unemployment) for 2020 (unless we produce).
- _____ Balance of Payroll Taxes owed as of 12/31/2020 (Federal, FICA, State Withholding).
- _____ Balances of any pension plans owed as of 12/31/2020 (401K, SIMPLE, etc., if any).
- _____ Amount of any out-of-state revenues, if applicable.
 - State: _____
 - Amount: \$ _____