



Miller Verchota, Inc.
Certified Public Accountants

Corporate Checklist

- QB Access, QB Accountant's Copy, or Balance Sheet / P&L Statement
- Payroll Summary, Payroll Tax Returns, W3/W2's
- 1099 forms received
- December (or year-end) bank statements, credit card statements, and loan balance statements
- Fixed Assets purchase paperwork (i.e. vehicle, machinery, etc.)
- Loan and/or liability documentation
- Total of charitable contributions and details for any noncash contributions over \$500.
- Formation/Company information changes (i.e. ownership changes, change in address, etc.)
- A closing statement for each transaction if you bought, sold, or refinanced real estate.
- Business expenses paid for by the shareholder (owner contributions).
- If you are claiming auto mileage as a deduction for business or rental properties, we need to know total miles, commuting miles, and business miles driven for the year.
- If you lease your car or are deducting actual expenses, please also provide the original value of the car (what you could have bought it for); the date of lease; and all expenses for lease payments, gas, car washes, licenses, insurance, tires, repairs, and so on.
- Copies of any federal, state, or local tax correspondence during the year, including all payments made or refunds received.
- Voided check for the payment/refund account
- Proof of payments for estimates (i.e. bank statements, payment receipts, etc.)

New Clients: Copies of prior federal, state, and local returns and depreciation schedules, if applicable (at least one year, preferably three).