



YE Checklist for Accounting Records

Company: _____

To accurately bring your account to a close at year end, please provide us with the following records:

	N/A	Description	Period
		Bank Statements (with CHECK IMAGES) for ALL Accounts	December
		QuickBooks Accountants Review File saved to a USB drive	December
		Payroll:	
		Payroll Tax Returns (IRS 941 & State TX-17)	1st Quarter
		Payroll Tax Returns (IRS 941 & State TX-17)	2nd Quarter
		Payroll Tax Returns (IRS 941 & State TX-17)	3rd Quarter
		Payroll Tax Returns (IRS 941 & State TX-17)	4th Quarter
		W-2s, W-3, & IRS form 940	Tax Year
		New Equipment Purchases:	
		Bill of Sale & Financing agreement (if applicable)	
		Credit Cards:	
		Last Credit Card Statement(s) closest to December 31st	
		Loans:	
		Loan Statement(s) closest to December 31st on ALL loans	
		Line of Credit Statements	December
		Accounts Receivable Listing of Open Invoices	December 31st
		Accounts Payable listing of Unpaid Bills Detail	December 31st
		Inventory value at COST	December 31st
		Cash Out of Pocket Expenses paid by owner NOT reimbursed	Entire Year
		Any other information that may be pertinent	Entire Year

Remarks: