



Tax & Financial Solutions, Inc.

ATS Tax & Financial Solutions, Inc.

1075 First Street, Suite 6

Benicia, CA 94510

Phone: (707) 745-1040 Fax: (707) 745-0281

<http://www.taxangels.com>

## 2010 BUSINESS CHECKLIST

Your appointment is reserved on:      Day:                      Date:                      Time:

With:

Checklist of documents for Businesses:

- ✚ Articles of Incorporation, Partnership or LLC
- ✚ Bank statements including deposit slips, cancelled checks, point of sale and ATM receipts
- ✚ Sales invoices & cash receipts ledger
- ✚ Check registers and cash disbursements ledger
- ✚ Credit Card statements & charge slips or receipts
- ✚ Copies of lease agreements, purchase contracts & business loan contracts
- ✚ Insurance policy statements including vehicles, liability, worker comp, etc
- ✚ Auto logs including mileage / odometer readings, copies of DMV titles
- ✚ Complete list of business assets including description, date of acquisition, original cost and current value
- ✚ Employee payroll records & tax returns
- ✚ Other Misc. accounting documents
- ✚ Accounting files, i.e. QuickBooks, Excel, etc.
- ✚ Prior year income tax returns, both Federal and State
- ✚ All Forms 1099 & 1098 received
- ✚ Any notices or correspondence received from government agencies