

Partnership Year-End Checklist

Please provide us the following information items that apply to your company:

- Bank Statements—for business accounts
- Credit Card Statements- for business use
- Your accounting financials- A Profit & Loss Statement, Balance Sheet, or excel sheet that you have tracked your income and expenses on
- Your ending inventory figures
- Any loan documents for purchase of assets
- Loan statements that show interest paid
- Mileage- for company vehicle or personal miles used for business purposes
- Payroll information (including all payroll reports filed monthly, quarterly)
- Detail of items reimbursed on expense checks
- List of non-reimbursed expenses

Information Needed from New Companies:

- Federal ID #
- State ID #
- State Unemployment ID# (if you have payroll)
- Any start-up loans
- List of partners with their address, SS# and percentage of ownership
- If business has been in operation more than a year, copy of last year's tax return