

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