

# Business Tax Returns

(including C Corp, S Corp; Partnerships and Sole Proprietors)

## Documents Needed From Client

1. **Bank Statements** for all periods – If you use accounting software such as QuickBooks and reconcile each month we would only need the ending statement. If BMC is provided with a summary of Income and Expenses prepared by the client, we will need the bank statements for each period.
2. **Credit Card Statements** for all periods – If you use accounting software such as QuickBooks and record all activity such that your balance ties to the credit card statement, we would not need the statements.
3. Any amounts of money loaned to the company by the owner
4. Any amounts of money or other assets distributed to owners
5. Copy of Check Register or QuickBooks file (accountants copy)
6. Were there any asset purchases, if so, we will need supporting documents i.e. sales invoice
7. Do you do business in other states? If so, we will need sales, assets and payroll by state
8. Do you manufacture products or work on new construction? If so, you may be entitled to an additional deduction.
9. Annual interest statements from all lenders showing year-to-date interest paid and principal balances
10. Cash or out-of-pocket expenses - we need receipts or a summary of expenses
11. Inventory balance – updated value of inventory at the end of the period
12. Information in regards to the amount of health insurance premiums the business paid for employees. You may be entitled to a tax credit if you paid 50% or more of the premiums.