

Corporate Tax

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 beginning and 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, or from the company to the owner and any repayments.
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, financing/loan documents.
7. Do you do business in other states? If so, we will need sales, assets and payroll by state
8. Balance of all loans per statement from bank or financial institution
9. Annual interest for each loan per statement from bank or financial institution
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. Payroll – copies of W-3 Summary and W-2's
13. Copies of 1099's received and 1099's sent with 1096 summary
14. Copy of 12/31 Sales Tax returns for all states including amounts due and unpaid
15. **NEW** – Copies of any paperwork related to PPP, EIDL, CARES grants (including state and local) and quarterly 941 forms claiming employer credits