



YE Checklist for Accounting Records

Company: _____ Year: _____

To accurately bring your account to a close at year end, please provide us with the following records:

N/A	Description	Period
	Bank Statements for ALL Bank Accounts	December
	QuickBooks Accountants copy on a USB drive (or call for remote support)	December
	Copies of 1099's Received by you (1099 Misc, 1099K, etc)	Tax Year
	Copy of Annual Sales Tax Reconciliation (if you make sales at retail)	
	Health Insurance: Does your Company have a Group Health Ins Policy?	
	Payroll:	
	Payroll Tax Returns (IRS 941 & State TX-17)	1st Quarter
	Payroll Tax Returns (IRS 941 & State TX-17)	2nd Quarter
	Payroll Tax Returns (IRS 941 & State TX-17)	3rd Quarter
	Payroll Tax Returns (IRS 941 & State TX-17)	4th Quarter
	Last Payroll Register for the Year with Year-To-Date Totals	Tax Year
	W-2s, W-3, & IRS form 940	Tax Year
	New Equipment Purchases:	
	Bill of Sale & Financing agreement (if applicable)	
	Credit Cards:	
	Last Credit Card Statement(s) closest to December 31st	
	Loans:	
	Loan Statement(s) closest to December 31st on ALL loans	
	Line of Credit Statements	December
	Accounts Receivable Listing of Open Invoices (review for accuracy)	December 31st
	Accounts Payable listing of Unpaid Bills Detail (review for accuracy)	December 31st
	Inventory value at your COST	December 31st
	Cash Out of Pocket Expenses paid by owner NOT reimbursed	Entire Year
	Any other information that may be pertinent	Entire Year

Remarks: