

C Corp, S Corp, or Partnership Monthly & Yearly Financial Statement Preparation Checklist

Company Name: _____

Entity Type: C Corp S Corp Partnership _____

Tax Year: _____

Prior Year Statement: Please include copies only of the Federal & State tax returns & Financial Statement

Estimated Taxes Paid:

Federal

State

- 1st Qtr - due 04/15
 2nd Qtr - due 06/15
 3rd Qtr - due 09/15
 4th Qtr - due 01/15

Date Paid	Amount Paid	Date Paid	Amount Paid

Please include copies of checks or bank statements showing payments made

Please check all that apply, include all documentation, IRS documents must be originals, not copies

Monthly Items:

- Monthly Bank Statements for all Checking & Savings Accounts
 Monthly Bank Reconciliation Report
 Monthly Credit Card Statements
 Monthly Loan Statements including Amortization Schedule
 Owner Contributions or Owner Distributions
 monthly Quicken or Quickbooks backup file

Quarterly Items:

- Quarterly Payroll Reports to include 941, 940, NC-3 or NC-5, NCUI-101

Year-End Items:

- 1099-MISC Miscellaneous Income (income received or payments made)
 1099-INT Interest Income
 1099-DIV Dividend Income
 1099-B Sales of Stock
 1099-K Merchant Card and Third Party Network Payments
 1098 Mortgage Interest
 Property Taxes - Real Estate & Vehicle
 Charitable Contributions (must have receipt from organization or check)
 Purchase or Sale of Real Estate (will need HUD Closing Statement)
 Purchase or Sale of Vehicle (will need invoice)
 W-3 / W-2 - Employee Wages
 1099-MISC - Rents Paid / SubContractor Payments
 furniture & fixtures, machinery & equipment, computer, & leasehold improvements
must have invoice or receipt for purchase of a depreciable asset