

2022 Business Return & Bookkeeping Information Checklist

- If this is the first time, we are preparing your business return or if you started your business in 2022, please include a copy of:
 - Last year's tax return with any depreciation schedules that show assets owned, date purchased, cost, etc.
 - Articles of Incorporation/Organization
 - IRS Form SS-4 (Application for a Federal Identification Number)
 - IRS EIN (Confirmation Letter)
 - IRS Form 2553 (Election to be Treated as a Sub-Chapter S Corporation)
 - Letter from IRS stating that your corporation has been accepted to be treated as a Sub-Chapter S Corporation

- If you are using QuickBooks, please make a **backup copy** of your QuickBooks Company data (*not an Accountant's copy*). Please don't forget to **provide your password**. Your return may be delayed if the password is not included.

- All Business Bank Statements** with debits and transfers properly identified. (Do Not Staple. Paper Clip Monthly or Upload properly to the Portal)

- All Business credit card statements** for the year. Please indicate which purchases are personal, if any. Verify that each purchase is clearly identifiable. i.e., Assets you purchased. (Do Not Staple. Paper Clip Monthly or Upload properly to the Portal)

- Receipts paid by **Cash or Personal Credit Card** separated into categories of expense (auto gas, entertainment, tolls, cellphone, internet, etc.).

- If your company has an inventory, please indicate the value of the Inventory (**at your cost**) as of December 31, 2022. Also list the number of Accounts Receivable and Accounts Payable as of December 31, 2022.

- List any assets you purchased in 2022 such as computers, office equipment or other equipment used in your business. List the type of asset with the copy of the receipt. If you **financed your purchase**, please include a **copy of the loan agreement** showing the amount financed, the interest rate charged, amount of monthly payment, total number of payments and the amount allowed on a trade-in (if applicable).

- If you disposed of any Company assets in 2022 such as computers, etc., please list the type of asset, date of disposal, type of disposal (sale, thrown away) or converted to personal use. If sold, please list amount of sale and date/account of the deposit.

- If you made any Capital Contributions to your Company, please list the date and amount of the deposit. *Otherwise*, we may mistake Capital Contributions for income.
- If you loaned money to your company, please provide documentation that includes interest rate and terms. Please include any payments made back to you.

- Please list all Company loans and the balance for each as of December 31st. Please provide the loan paperwork on any new loans (e.g.: Amortization schedule and finance agreement).

- If you are using your personal vehicle for company business, please provide the business mileage for 2022.
 - NOTE: For S-Corporations and Partnerships, the mileage reimbursement must happen no later than December 31, 2022, to be deductible on the 2022 Business Return.
- Please provide a current list of all owners of the company including names, addresses, social security numbers and the number of shares owned or the percentage of ownership (S Corps refer to Form 2553). Please provide proper documentation for any ownership change. (ie. Stock Certificates, Membership Certificates)

- 1099K's, 1099MISC, 1099 NEC's, 1042's, Statements for Interest Paid, and any other important tax documents received.

- Copies of ALL payroll tax returns – Quarterly Reports (941's & RT-6's) for all 4 quarters, end of the year reports (W-3 & W-2's, Form 940), and any 1099's issued (Form 1096 & all Form 1099's) for the year.
 - Make sure all health insurance payments are accurately reported on W-2's.
 - Consult with your payroll company regarding compliance with Affordable Care Act (ACA) reporting requirements.
- If you received any Payroll Protection Program (PPP) Funds, please provide any documentation received showing date and amount. If you have applied for PPP forgiveness in 2022 and have received confirmation, please provide a copy showing forgiveness amount and date received.
 - If you applied and received an Economic Injury Disaster Loan (EIDL) loan/grant, please provide all documentation. Please provide year end statement showing interest paid for 2022
- Any other information that may help us accurately prepare your business tax return.

Thank you for entrusting Bee Square with your Business and Bookkeeping needs