

ITEMS NEEDED FOR TAX PREPARATION OF BUSINESS TAX RETURN

1. Completed Business Tax Profile form
2. Copy of Previous year's tax return
3. Type of Industry of business
4. Copy of Articles of Organization for state (if LLC or Corporation) – if applicable
5. Employer identification Number (if applicable)
6. Copy of Welcome letter from Franchise tax board of state where organized
7. Number of employees
8. Form 1099 for earnings paid throughout the year (if applicable)
9. Profit/Loss statement or Income statement showing income and expenses
10. If no P/L, total earnings made and a list of Itemized expenses
11. Dates and amounts of estimated taxes paid throughout the year (if applicable)

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_