

# GRAFF

CPAs and Business Advisors

## Business Checklist

### 1. Tax Preparation Items

- List of Assets Purchased During the Year
  - Purchase statement or purchase date, price, and description
- If asset is financed, provide loan detail
- Assets Sold, Traded, or Disposed
  - Disposition date, price, and description
- Year End Payroll Reports (including W2, W3, 941, 940)
- Quarterly Unemployment Reports
- Business Changes (e.g. Ownership changes, Address, Entity type) —
- Any Tax Forms Received (e.g. 1099)
- IRS or State Notices Received
- Self Employed Health Insurance for Owners (if not already provided)
- Officer's Company Paid Life Insurance Premiums (if any)
- 2023 Profit & Loss, Balance Sheet, and General Ledger or Access to Accounting Software.

### 2. Year End Accounting Items to be Completed Before Submitting to B&G

- Bank reconciliations completed through 12.31.2023 —
- Loan Balances
  - Loan reconciliations completed through 12.31.2023 — Interest paid on each loan
- Credit Card Balances
  - Credit card reconciliations completed through 12.31.2023
  - Interest paid on each credit card
- Ending Inventory Balance at Cost (if applicable) on 12.31.2023

### 3. 1099 Filing (If not prepared by our office)

- Copy of forms 1096 and 1099 forms filed (e.g. 1099-MISC, 1099-NEC, 1099-INT, etc.)