

## **Corporate Tax Document Checklist**

- Copy of last 2 filed tax returns
- A copy of your Articles of Incorporation (if Incorporated)
- Your EIN, Federal ID #, IRS CP 575 Letter
- Your letter of acceptance as an S Corporation (if applicable)
- Your Illinois business registration (or registration in any state or states)
- Bank Statements (in both pdf and excel formats, if possible. Please use the secure link below.)
- Check Stubs and/or Check Register and/or Check Copies
- Out of Pocket Expenses and Receipts paid personally but for the business
- List of all Fixed Assets Purchased
- Dollar Amount of Year End Inventory
- Business Credit Card Statements (in both pdf and excel formats, if possible. Please use the secure link below.)
- Business Loan Statements
- Payroll Statements, Quarterly Returns, and filing requirements
- Sales Tax returns (if required)
- Your Business Plan
- QuickBooks, Peachtree, or other accounting software files including version and passwords (if applicable)
- List of questions you may have