

**DAVID C. BRYANT, CPA -  
2020 BUSINESS TAX RETURN- CHECKLIST/ACKNOWLEDGEMENT**

In order to complete the business portion of your tax return we will need the following:

- Signed 2021 Engagement Letter returned to our office.
- Complete record of 2020 year accounting/bookkeeping, presented in one of the following formats below:
  1. If your financial records are kept in Quick Books-Please provide a Quick Books Accountant Backup file along with User ID \_\_\_\_\_ & Password \_\_\_\_\_ with information entered through year end. Please go to [www.davidcbryantcpa.com](http://www.davidcbryantcpa.com) & upload QuickBooks file through our portal.
  2. A Printed Income Statement/Profit & Loss and Balance Sheet.
  3. If no formal financial statements are available please provide check stubs, cash receipts, bank statements, credit card statements, loan documents, etc. Based on the information given we will create a profit & loss and balance sheet for you.
  4. If you are a bookkeeping client-Please provide all documents, up to 12/31/20, in order for us to complete your accounting records, including bank/credit card/loan statements, checks, business reports, etc.

⇒If you are providing #1 or #2 please follow guidelines for acceptable financial records listed below:

⇒A list of all transactions are included in documentation to ensure accuracy (business deposits/income, business checks/expenses, credit card purchases & payments, personal funds used, etc.)

⇒Bank Statements & Credit Card Statements are reconciled through the end of the year (Matching receipts/purchases to statements, enter missing items, verify beginning & ending balances of statements to documentation you are providing)

⇒Loans are correctly recorded in register (principle & interest are separated into correct accounts)

⇒Fixed assets purchased for the year are recorded correctly (Assets to record are purchases that will be used for more than one year)

- Copy of the Bank Statement & Bank Reconciliation for ALL bank accounts for the last month of the tax year.
- Copy of ALL Loan, Line of Credit, or Credit Card Statements for the last month of the tax year.
- Copy of Invoices for purchases of ALL machinery, equipment, furniture for use for over a year over \$500.
- Please provide a copy of a fixed asset listing as of year end. Your 2019 taxes may have included this.
- Payroll Reports-Copy of Year to Date summary reports, W-2s issued to employees, & W-3 summary. *This will not apply to clients we provide payroll for!*
- Copy of ALL new or changed capital lease/loan agreements entered into in 2020. *This includes Shareholder/Officer loan agreements including interest rates and loan repayment terms.*
- Work in progress list if applicable. *Usually applies to construction business.*
- Copy of business questionnaire filled out completely and returned to our office.

***By signing below you verify you have read, understood, and/or answered the following:***

- ***Business Questionnaire***
- ***Above Acknowledgement***

***You also verify that to the best of your knowledge, you have provided all required items and all data given to David C. Bryant, CPA may be used in preparation of your 2020 Business Income Tax Return.***

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*