

**DAVID C. BRYANT, CPA**  
**2021 BUSINESS TAX RETURN - CHECKLIST/ACKNOWLEDGEMENT**

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

- Signed 2022 Engagement Letter returned to our office.
- Complete record of 2021 year accounting/bookkeeping, presented in one of the following formats below:
  1. If your financial records are kept in QuickBooks: Please provide a QuickBooks accountant backup file along with User ID \_\_\_\_\_ & Password \_\_\_\_\_ with information entered through year-end. Please go to [www.davidcbryantcpa.com](http://www.davidcbryantcpa.com) and upload QuickBooks file through our portal.
  2. A printed income statement/profit and 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 and loss and balance sheet for you.
  4. If you are a bookkeeping client: Please provide all documents, up to 12/31/21, 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 and payments, personal funds used, etc.).
  - Bank statements and credit card statements are reconciled through the end of the year (matching receipts/purchases to statements, enter missing items, verify beginning and ending balances of statements to documentation you are providing).
  - Loans are correctly recorded in register (principal and 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 and 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, or furniture for use for over a year over \$500.
- Please provide a copy of a fixed asset listing as of year end. Your 2020 taxes may have included this.
- Payroll reports: copy of year-to-date summary reports, W-2s issued to employees, and W-3 summary. *This will not apply to clients we provide payroll services for!*
- Copy of *ALL* new or changed capital lease/loan agreements entered in 2021. *This includes shareholder/officer loan agreements including interest rates and loan repayment terms.*
- Work in progress list, if applicable (*usually applies to construction businesses*).
- 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 2021 business income tax return.***

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

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

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