

## Bookkeeping Checklist

### INSTRUCTIONS

*Below you will find a helpful checklist of items required to complete your tax return. Please **ONLY** provide new / changed information and relevant documents. A secured online folder has been shared only with you. You may place the requested items in the designated folder or provide them in person. Please contact us with any questions / concerns you may have. **Thank you for choosing Appropriate Accounting Services, Your Trusted Personal Accountant.***

### General Company Information

- FEDERAL EIN (Employer Identification Number)
- GA SECRETARY OF STATE (SoS) FILING
- ARTICLES OF INCORPORATION / ORGANIZATION
- SALES AND USE TAX NUMBER (STN)
- \_\_\_\_\_

### Financial Records

- INVOICES / BILLING / INCOME RECEIPTS
- CASH AND EXPENSE RECEIPTS
- BANK STATEMENTS OF ACCOUNTS USED FOR BUSINESS
- CREDIT CARD STATEMENTS OF ACCOUNTS USED FOR BUSINESS
- LOAN STATEMENTS
- \_\_\_\_\_

### Land, Building and Equipment

- MILEAGE RECORDS FOR VEHICLES
- PURCHASE INFORMATION ON LAND, BUILDING, EQUIPMENT, TOOLS, FURNITURE OR VEHICLES (Invoices or contracts) USED FOR BUSINESS
- SALE, DISPOSAL OR LOSS OF LAND, BUILDING EQUIPMENT, TOOLS, FURNITURE OR VEHICLES (Sales Invoices) USED FOR BUSINESS
- \_\_\_\_\_

### Tax Records

- MOST CURRENT FILED TAX RETURN
- ANY FORMS OR LETTERS RECEIVED FROM IRS / STATE OF GA / GOVT. AGENCY

RESPONSES TO LETTERS

\_\_\_\_\_

#### Additional Documents

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### Comments / Notes

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_