Completion of this checklist and providing the information requested ensures that your return is processed in the **most expedient and cost-effective manner.**

NOTE: ALL 2025 FORMS W-2, W-3, 1099 AND 1096 ARE DUE ON February 2, 2026 TO EMPLOYEES AND ALL GOVERNMENT ENTITIES. ***If you would like us to prepare these forms for you, please be sure to send us your information as soon as possible after the close of the year.***

______ Copies of 2025 Forms 1096 and 1099, W-3 and W-2, 940, and Quarterly Payroll Tax Returns, **if not prepared by us**

______ **Amount of medical insurance premiums paid in 2025 for owners/partners/shareholders and family. Shareholder associated premiums must be included in wages on Form W-2 to be an above the line deduction on personal tax return.** ***Please note that if you use a payroll service you must notify them of the total yearly premiums paid before they process your last payroll of the year.*** $ ______________

______ Copy of 2025 corporate minutes (if applicable: corporation, S corporation or LLC filing as S corporation)

______ Copies of bank statements for all accounts for December 2025 and January 2026.

______ QuickBooks accountants copy or QBO access.

______ Copies of 2025 sales tax returns which include the return filed 1/20/26 for December 2025

______ Copies of credit card statements for all accounts for December 2025 and January 2026

______ Copies of loan documents for new or renewed loans in 2025

______ Interest and late charges paid in 2025 for each individual loan or a transaction history

______ Principal balance at 12/31/2025 for each individual loan or a transaction history

______ Copies of 2025 asset purchase documents - Invoices, Receipts and Financing Agreements

______ Review attached list of assets*, if applicable. Identify any items you no longer have-whether junked or sold. Indicate date and reason for disposal. **If sold, also provide bill of sale, date sold, sales price, and name and address of person to whom sold.**

***Assets reported on your depreciation schedule affect your County Business Personal Property tax**

______ Home Office Reimbursements (amount paid to owners for home office) $____________________

The home office expense deduction allowed on your personal tax return was eliminated. However, there is an opportunity to continue to deduct these expenses on your Company tax return. In order to do this, you must furnish the information and expense amounts detailed below with your other Company information. Do not wait to furnish it with your personal tax information. That may be too late and an amended business return will be required and will be invoiced separately.

Total square footage of residence __________
Square footage of office space __________
Forms 1098–mortgage interest paid on residence __________
Property taxes paid for residence __________
Insurance paid for residence __________
Maintenance, cleaning and other __________
Utilities including water, electric, gas and garbage __________
Landscaping __________
Direct expenses that benefit only the office space, such as repairs, painting, supplies and furnishings __________
Indirect expenses that benefit the entire residence such as a new roof or HVAC __________

(YOU MUST HAVE AN ACCOUNTABLE REIMBURSEMENT PLAN TO DEDUCT—Please provide us with a copy)