



Business Taxpayer Information and Checklist

Business Name: _____ EIN: _____

Business Address _____

Business Phone: _____ Email Address: _____

Please provide the following information for the authorized 2023 Tax Return signer below:

Signers Name: _____ SS# _____

Home Address: _____

Date of Birth: _____ Email Address: _____

Business Checklist

- ___ Previous year's Tax Return (if new client)
- ___ Back up copy of business software (QuickBooks, Excel, etc.) with user name and password
- ___ Annual P&L Balance Sheet *
- ___ Copy of December 2023 Bank Statements & Reconciliations
- ___ Asset and/or equipment contracts that were financed/purchased in 2023, including sales price/sales expenses
- ___ 2023 Year End Payroll Tax Returns (W3, W2, 940) **
- ___ Quarterly Payroll Tax Returns (941, State Unemployment) for 2022** (*separate owner's wages*)
- ___ Balance of Payroll Taxes owed as of 12/31/2023 (Federal, FICA, State Withholdings)
- ___ Balance of any Pension Plans owed as of 12/31/23 (401k, SIMPLE, etc.)
- ___ Interest Statements for any business loans
- ___ Amount of any out of state revenues if applicable

*If Cornerstone will be generating a 2023 annual P/L, the return will automatically be placed on extension.

**Not required if these documents are produced by Cornerstone Accounting Solutions.