



Phone: 443-328-6609 | Email: taxfile@casacct.com

174 Klee Mill Road
Sykesville, MD 21784

Business Taxpayer Information and Checklist

Business Name: _____ EIN: _____

Business Address: _____

Business Phone: _____ Email Address: _____

Please provide the following information for the authorized 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 Bank Statements & Reconciliations
- ____ Assets/equipment contracts financed/purchased, including sales price/sales expenses
- ____ Year End Payroll Tax Returns (W3, W2, 940) **
- ____ Quarterly Payroll Tax Returns (941, State Unemployment) ** (*please separate owner's wages*)
- ____ Balance of Payroll Taxes owed as of December 31st (Federal, FICA, State Withholdings)
- ____ Balance of any Pension Plans owed as of December 31st (401k, SIMPLE, etc.)
- ____ Interest Statements for any business loans
- ____ Amount of any out of state revenues if applicable

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

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