



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.