



# HEATH & COMPANY CPA, LLC

A CERTIFIED PUBLIC ACCOUNTING FIRM

150 West 1450 North  
Provo, Utah 84604

Phone: 801 691-7474  
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## **BUSINESS TAX CHECKLIST**

### PLEASE PROVIDE THE FOLLOWING:

- General Ledger and/or Financial Statements (i.e. profit statement and balance sheet).
- QuickBooks Accountant's copy (QBA), if applicable. Or access to online accounting software.
- Ending business bank balance (December 31).
- Ending loan balances on December 31 for each loan you have outstanding along with the amount of interest paid to the lender for the calendar year.
- Fixed Assets. List depreciable assets purchased or disposed of during the year, including descriptions, date of sale, sales price, if any.
- List any out-of-state sales, payroll, assets. List any foreign (international) sales by country and amount.
- **REQUIRED.** We need a copy of your Form W-3, Annual Wage Statement, if our firm does not prepare your payroll. This information is used by us to calculate your Qualified Business Income Deduction (20% flow-through entity deduction).
- Amendments to Articles of Incorporation, if any.
- If filing as a partnership, provide a copy of any amendments to the Partnership Agreement or Operating Agreement, respectively.
- CHANGE IN OWNERSHIP. If you added any new shareholders, partners, or members then provide the name, address, SS# or FEIN, phone number, ownership percentage.

### DATA REQUIRED FROM NEW CLIENTS

- Copy of prior year's tax return, if not prepared by our office...**NEW CLIENTS ONLY.**
- Copy of your Articles of Incorporation or Certificate of Organization.
- Copy of your By-Laws.
- Copies of any unresolved or outstanding governmental notices or inquiries.
- If you are an S Corporation, provide a copy of your IRS approval letter.
- If filing as a partnership, provide a copy of your Partnership Agreement or Operating Agreement.
- Provide your company's Federal and State Identification numbers.