

ROBERT M. MURPHEY, P.A.
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CHECK LIST FOR BUSINESS TAX RETURNS

This list is not inclusive and some items may not apply. It is a guide to assist you in gathering your information for our office to prepare your business tax return or your Schedule C.

- Address change (if applicable)
- Check register (if provided in the past)
- Year end statements from the following:
 - Checking accounts
 - Savings accounts including interest *earned*
 - Loan accounts including year end balances and interest *paid*
 - Credit card accounts
- Purchase papers on any vehicles, equipment, trailers, etc. purchased during the year including items that may qualify for a sales tax refund.
- List of expenses not reimbursed by business (paid personally)
- Mileage (if applicable)
- If providing totals for expenses, yearend checkbook balance
- Payroll records if not complete by our office
- Sales tax paid during the year, including amount to be paid in January the next year for previous December
- 1099-MISC forms that you have received for the Schedule C
- If construction business or real estate investor, closing documents on purchase and sales of property
- Unpaid prior year invoices

QUICKBOOKS, QUICKEN OR PEACHTREE USERS:

Please provide the following reports at year end (cash basis):

- Balance Sheet summary
- Balance Sheet detail on following categories:
 - Equipment
 - Vehicles
 - Computers
 - Shareholder distributions
- Profit and Loss summary
- Profit and Loss detail on all expense categories
- General Ledger (itemized categories by account)

QUICKBOOKS or QUICKEN USERS:

Feel free to give us a backup copy of your information on a disk or flash drive.

