



**INFORMATION NEEDED FOR THE END OF THE YEAR 2022  
FOR BUSINESS TAX RETURN PREPARATION**

- ARTICLES OF INCORPORATION.
- COPY OF BYLAWS
- COPY OF OPERATING AGREEMENT
- COPY OF BUSINESS LICENSE.
- PRIOR YEAR BUSINESS AND INDIVIDUAL TAX RETURNS.
- DOCUMENTS OF VEHICLE BOUGHT FOR THE USE OF THE COMPANY.
- BOOK OF MILES FOR THE YEAR.
- USE HOME FOR THE BUSINESS, PROVIDE GAS, ELECETRICITY,WATER, SECURITY
- FORM 1098 AND THE PERCENTAGE OF THE HOME USED FOR BUSINESS PURPOSE
- IDENTIFICATION NUMBER OF GEORGIA WITHHOLDING.
- IDENTIFICATION NUMBER SALES TAX USE AND ACCESS TO GEORGIA TAX CENTER.
- FEDERAL IDENTIFICATION NUMBER (LETTER SENT FROM IRS).
- ACCESS TO BANK ACCOUNT (TO DOWNLOAD BANK STATEMENTS).
- NAME AND ADDRESS OF SUBCONTRACTORS.
- TAX ID OR SOCIAL SECURITY NUMBER FOR EMPLOYEES AND SUBCONTRACTORS.
- FORM W-9 FOR SUBCONTRACTORS.
- AMOUNT PAID TO EACH SUBCONTRACTOR. PAYROLL
- FORM OF EACH EMPLOYEE (W-4 or G-4). BACK UP OR
- ACCOUNTANT COPY OF YOUR SOFTWARE
- BALANCE SHEET, INCOME STATEMENT, CASH FLOW AND DETAILED GENERAL LEDGER
- COPY OF 1099'S AND 1096
- COPY OF W-2 AND W-3 DOL REPORTS

**INFORMATION NEEDED FOR EACH MONTH**

- BANK STATEMENTS AND CANCELED CHECKS.
- RECEIPTS FOR CASH PURCHASES AND OTHER SERVICES.
- CREDIT CARD(S) STATEMENTS (PERSONAL & BUSINESS).
- LETTERS OR DOCUMENTS OF IRS OR ANY GOVERNMENT AUTHOROTIES.
- PAYROLL FORMS.
- DETAILED SALES REPORT INLCUDING CASH REGISTER TAPE.