



**FORRESTALL, GALEANO & LI, CPA, LLC**

CERTIFIED PUBLIC ACCOUNTANTS  
*A Partnership Of Professional Corporations*

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## **Business Checklist**

In order to complete your corporate return, we will need the following documentation:

- A list of all the current officers/partners, their addresses, social security numbers and percentage ownership (if changed)
- 2010 W-3 and W-2s
- 2010 4th Quarter 941 and 940
- Trial balance, P & L and Balance Sheet as of 12/31/10 or back-up copy of QuickBooks
- Copy of the bank statement(s) and reconciliation(s) for 12/31/10 and 1/31/11
- Copy of 1099s issued for contract labor
- Sales tax returns (if any) for 2010
- Copies of any loan statements for 12/31/10 indicating current balance and interest paid for the year and if available amortization schedules
- A list of any assets by state purchased during 2010, date in service and cost
- A list of any assets by state disposed of during 2010, date disposed and any salvage value
- Breakdown of sales by state and a breakdown of payroll by state if not summarized in W-2s
- A copy of your inventory valuation & inventory count if done at year end
- A copy of your prior year's federal and state tax returns if we did not prepare these returns (to include fixed asset schedules)
- A copy of your S-Corp election (Form 2553) if you are a new client and are taxed as an S-Corp