

PRE-APPOINTMENT CHECKLIST (Business)

We recommend you scan through this list to be sure you have everything gathered and to note any questions you want to ask. Having everything ready helps keep your taxes on track – simply check the box if you have that item or a related question.

CLOSE OUT YOUR BOOKS

Perform a year-end routine to close out of your books and ensure the numbers are accurate. (Financial systems we have designed, and systems we have performed “Accounting Checkups” on during the year, are more likely to be accurate.)

Some of the items to verify are:

- All bank & credit card balances tie to statements? – agree the Statement Balance on the Xero Reconciliation Report to a physical statement to ensure no transactions are accidentally missed.
- Reports evaluated for accuracy? – run a two-year comparison for the Income Statement and Balance Sheet and look for any odd totals that might indicate mis-classifications which affect your tax.
- Any business loans? – be sure to separate principal and interest in your financial statements, and provide statements that showing the balance at the end of the year.
- Any equipment purchases or disposals? – be sure to separately categorize in your financial system and mention during your tax interview.
- Any new equipment leases? – be sure to evaluate for capital lease treatment (effectively an equipment loan) and properly reflect in your financials.
- Any health insurance plan? – be sure to separately categorize in your financial system for special reporting.
- Any personal expenses or mixed expenses paid through the business? - be sure to properly categorize in your financial system to prevent improper deduction.
- Any owner transactions during the year? – be sure owner loans, contributed capital, owner distributions/draws, etc. are properly categorized in your financial system.
- Any retirement plan contributions made? – itemize the amounts for owner versus employee, if not already separately categorized in your financials.
- Any significant repairs? – be sure to mention during your tax interview for evaluation under the new IRS repair regulations.

GENERAL

- Any changes to your contact information such as mailing address, cell/work numbers, e-mail address? – mention during your tax interview.
- Any changes to ownership? – bring names, addresses, tax identification numbers, and details of change.
- Any changes to Board of Directors, if applicable? – bring names and addresses.
- Access to your financial system – This is automatically covered for Xero users. For other platforms, grant us online access or secure upload a data file with the related username/password if applicable.

BUSINESS

- Any business income? – bring Forms 1099-MISC from customers, if received.
- Any wages paid? – bring Form W-3 and W-2's issued to employees. (This is automatically covered if you're using our online payroll solution.)
- Any subcontractors paid? – be sure you issued and properly filed Forms 1099-MISC with the subcontractors & IRS. (We don't need a copy as long as they are properly categorized in your financials.)
- Any mixed business/personal costs? – be sure to mention and let us know if the proportion of business/personal has changed from last year.
- Any multi-state activity? – provide a schedule of revenue by state, assets by state, & payroll by state. Also list any out-of-state owners. (This is automatically covered for financial systems we've designed and have access to.)
- Schedule C filer? – Bring costs paid through non-business accounts that qualify as business expenses. For example, home office costs (insurance, utilities, repairs, etc.), total cell phone service costs, vehicle costs (either business mileage, or actual vehicle operating costs), self-employed health insurance premiums, etc.

EXEMPT ORGANIZATIONS - ADDITIONAL ITEMS

- Any unrelated business taxable income? – be sure to separately categorize in your financial system, and mention during your tax interview.
- Any related party transactions (e.g. with family members, related entities, etc.)? – be sure to mention during your tax interview.
- Any fund-raising events? – be sure to separately list related event fees, event costs, and donations received.
- Any grants given greater than \$5,000? – be sure to have list of recipients and purpose.
- Any donors more than \$5,000? – be sure to have list of donors, addresses, and amounts.

Any changes in programs? – be sure to mention during your tax interview.

Any political activities or personal benefits? – be sure to mention during your tax interview (it has the potential to disqualify exempt status).

Any in-kind donations or investment donations received? – be sure to separately categorize in your financial system, and mention during your tax interview.

UPLOAD YOUR FILES

Save effort and trees by going digital! Many financial documents are already available in PDF, plus you can easily create PDF's using a scanner or even your smartphone (we like the *Scannable* app for iOS and *ScanBot* app for Android).

Use the steps below to easily and securely share your files with our team...

1. Log into your *e-Cabinet* from our website (available under the Circle Members > e-Cabinet menu), or using the direct link (<http://e-cpa.com/2h0Ji0N>).
2. Click on the folder with your business name, then the folder titled "Upload Files Here".
3. Drag and drop your files, -or- click Browse and select your files.
4. Watch your files upload in a snap, and you're done!

If you'd like to see a quick video demo of how it works, check out Sharnice's tutorial on our YouTube channel: <http://e-cpa.com/2TSjwQe>

No need to drag papers to your tax interview, or send snail mail! :)