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# PRE-APPOINTMENT CHECKLIST for Businesses

*We recommend you tick through this list to be sure you have everything gathered and to note any questions you want to ask – Simply (a) check the box if you have that item or a related question, (b) type any questions or notes in the box at the end, and (c) send or save for your tax interview.*

## GENERAL

☐ Have you completed our *Year-end Business Closing Checklist*? – If not, be sure to complete before your tax interview to prevent preparation postponement. (Included here and also on our blog.)

☐ 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*? – upload names, addresses, tax identification numbers, and details of change.

☐ Any changes to *Board of Directors*, if applicable? – upload 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*? – upload Forms 1099-NEC/MISC if received from customers

☐ Any *wages paid*? – upload Form W-3 and W-2's issued to employees. (This is automatically covered if you're using one of our support online payroll solutions.)

☐ Any *subcontractors paid*? – be sure you issued and properly filed Forms 1099-NEC with the subcontractors & IRS. (We don't need a copy as long as they are properly categorized in your financials.)

☐ Any *new company retirement plan*? – be sure to mention as there may be special tax credits for plan setup and maintenance costs.

☐ Any *COVID relief activity*? – mention items like PPP forgiveness, ERC refunds, state & local grants/loan forgiveness and upload copies of related documents if not already in your Hubdoc file system

☐ 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*? – upload 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.

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## Questions / Comments

*Don't forget to securely upload files to [your e-Cabinet] folder titled "Upload files here".*