

Carney & Associates, LLC

TAX INFORMATION CHECKLIST **FOR 2020 BUSINESS RETURNS**

(This information can be scanned and uploaded to our online secure portal or be emailed securely through an encrypted email link. If you are not already set up on our portal SmartVault, call the office to speak to Jenny or email her at jenny@carneyllc.com ask to be set up on the portal or if you prefer to email them securely, ask her to send you a secure email link)

NEW for 2020 – All our forms are available on our website www.carneyllc.com. Look for the forms tab, then required forms for tax prep will be listed under **Required Forms**. These forms are all online forms that you complete and submit right to us through our website (no printing, scanning or emailing!) and additional miscellaneous forms for your information and help will be listed where you found this form under **FYI Downloads**.

REQUIRED DOCUMENTS – Return will NOT be done without these forms:

1. Signed Engagement Letter (online form found on our website www.carneyllc.com under Forms, Required Forms)
2. Completed Business Questionnaire Form (online form found on our website www.carneyllc.com under Forms, Required Forms)
3. Vehicle information forms (if applicable) for business pickups and passenger vehicles or mileage to be deducted on return (online form found on our website www.carneyllc.com under Forms, Required Forms)
4. If using QuickBooks –
 - a. Copy of QuickBooks File-Please provide a **BACKUP or PORTABLE COMPANY FILE** of your QuickBooks file (online document exchange suggested via the portal, as typically the QB files are too large to email). **Please DO NOT** do an **Accountants Copy** – the other options are better now.
 - b. Please let us know if you wish to transition to our hosted QuickBooks solution. This is the full desktop version in a Private Cloud environment (not QuickBooks Online). Contact Jenny via email at jenny@carneyllc.com for more information.
 - c. NOTE TO ALL QUICKBOOKS USERS: Before submitting your file, please be sure your bank and credit card accounts are reconciled through December 31, 2020. We are available to assist you if needed (additional fee applies).
 - d. If using a different accounting software, please provide a general ledger, trial balance, balance sheet and profit and loss report for January 1, 2020 to December 31, 2020.

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- e. If providing a manual summary, please provide your manual summary as you have in the past, unless you hear from us otherwise.
- 5. Copies of any correspondence from IRS or State of Alaska (not already provided) regarding any changes to prior year(s) returns.
- 6. Copies of Forms 1099, 1098, and Schedules K-1 **that have been received.**
- 7. Include copies of closing statements for any property purchased or sold in 2020.
- 8. Include copies of trade-in documents for any trade-in transactions in 2020.
- 9. Include copy of December 2020 bank statement and bank reconciliation form or report.
- 10. Statements or balances of all loans outstanding at year end.
- 11. Copies of Federal and State payroll reports for 2020 including Form W3 - REQUIRED for the QBID calculations.**