

Business Client Assistance List – 2016 Tax Year

Please use the checklist below to assist you in gathering your 2016 tax return information for your business. Please provide the items noted below if they are applicable. If you have any questions or concerns, please contact us at 541-388-7888.

- For security purposes, please use the portal to provide us electronic information at <https://www.sgabend.com>
- Signed engagement letter.
- Trial balance or summary of 2016 revenues and expenses. **(If you use QuickBooks, please provide a backup, accountant's copy, or portable file with user name and password.)**
- Year-end bank statement(s) and reconciliation(s) for all bank accounts.
- Year-end credit card statement(s) and reconciliation(s) for all credit cards. The credit card statements should include the 12/31/16 time period (For Example: Statement period 12/23/16 – 1/22/17).
- Year-end inventory or Work-In-Progress balances (if applicable).
- Information regarding fixed asset purchases and dispositions: Description of item, cost/sale price and purchase/sale date.
- Copies of purchase documents for any vehicles or large equipment purchases.
- Year-end statements for all business loans showing year-end principal balances and interest paid.
- 2016 Form W-3 and Forms W-2 for officers of the company.
- All 2016 Forms 1099-K received.
- Mileage information for any vehicles owned or used by the company:
 - Total miles driven
 - Business miles driven
- Any retirement plan contributions (employee and employer) made or to be made by the company.
- Amount of health and/or life insurance paid for the owners/partners of the company.

Important 1099 Questions:

Please answer the following questions that will be asked on all business entity tax returns.

- a. Did you make any payments in 2016 that would require you to file Form(s) 1099?
- b. If yes, did you or will you file required Forms 1099?
- c. If you need assistance in preparing 2016 Forms 1099 call us at 541-388-7888. The due date for providing 1099s to recipients and the IRS is January 31, 2017.