



SMALL BUSINESS ASSOCIATES, INC.
Molders of Successful Businesses

CORPORATION/LLC TAX RETURN NEEDED INFORMATION LIST

It is extremely important that you prepare for our tax visit on _____
Try to keep this appointment if at all possible, since a cancellation may result in a re-scheduling delay of several weeks. If you are unable to keep the appointment, please advise me promptly (610) 767-9560.

Please bring the items with that apply with you:

1. **Your up-to-date business records, business car mileage (total & business use) by car & all car expenses itemized by type, travel; and entertainment expenses, itemized.**
2. A record of your receipts and expenses for any rental property.
3. Your Corporation/LLC tax return for 2009.
4. Any 1099's received.
5. A record of other income.
6. A decision whether or not to utilize a pension plan and any plan information if you already have one in place.
7. Interest paid on any Corporation/LLC mortgages, notes, charge cards, credit lines, etc. **and** ending balances.
8. Corporation payments of real estate taxes. Corporation/LLC payments of **federal and state estimated taxes.**
9. A record of all payroll and payroll taxes paid in 2010.
10. A record of all contributions to and draws from the Corporation/LLC made by stockholders during the year.
11. A record of Corporation contributions to charities.
12. A record of all asset sales; original purchase date and cost, sale date and amount received.
13. An itemized list of all Corporation/LLC accounts receivable and accounts/taxes payable as of 12/31/10.
14. A Corporation inventory valuation as of 12/31/10. Your cost, not your selling price.
15. Your 2010 Corporation/LLC checkbooks and savings account information with ending balances.
16. A detailed list of business assets acquired in 2010 along with dates put into service and cost.
17. Social Security numbers, addresses, and number of shares owned for all stockholders who were involved in the Corporation/LLC any time during the year.
18. Your Federal and State tax forms, booklets, coupons or labels.

19. If you sold any real estate:
 - a. The real estate sale settlement sheet and the settlement sheet from your purchase
 - b. A record of all improvements made to the real estate you sold, including any sale fix-up expenses;
20. An itemized list of any fringe benefits paid by the Corporation/LLC, such as medical insurance, life insurance, etc.
21. Your Pennsylvania Sales Tax number.