



**BUSINESS TAX
ORGANIZER**

START UP CHECKLIST

We are excited you have trusted VAAS Professionals to prepare your tax returns this year. To begin, please upload this document to the Members Portal along with additional documents specified on page 2. If you are a new Business Tax Client, in addition to, please schedule a one-on-one meeting.

ALL DOCUMENTS MUST BE UPLOADED AND RECEIVED BY YOUR TAX CONSULTANT BEFORE WE CAN BEGIN FILING YOUR 2021 TAXES.

Let's Begin! Please respond to the following:

Organization Name _____

Telephone Number _____

Street Address _____

Cash or Accrual _____

City _____

State _____

Zip _____

County _____

Type of Entity _____

Start Date _____

EIN _____

Bank Account Login: Username _____

Password _____

Security Answer _____

Name of Bank _____

Credit Card Login: Username _____

Password _____

Security Answer _____

Type of Card _____

Last Four Digits of Your Companies Bank Accounts: _____

Last Four Digits of Your Companies Credit Card Accounts: _____

Brief Description of your Business and its Activities:

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Further Comments or Explanations:

Items to Provide

Please provide the following documents, if applicable.

- 1. Copies of cancelled checks or access to cancelled checks.
- 2. Receipts for cash paid items or items NOT included on bank statements.
- 3. Access to download bank information or provision of statements downloaded in Excel format (not PDF).
- 4. Access to download credit card information or provision of statements downloaded in Excel format (not PDF).
- 5. Details of partner or member ownership changes.
- 6. For each partner or member, list their taxpayer identification number, address, percentage of ownership, general, or limited classification and relationship, if any, to other partners.
- 7. Copy of most recent operating agreement.
- 8. Schedule of all payments or distributions to or for partners or members including descriptions and amounts.
- 9. Schedule of loans, including interest rates and payment schedules.
- 10. Copies of all federal and state payroll reports filed including Forms W-2 or W-3, 940, 941.
- 11. Copies of Forms 1096 or 1099, 5500, 1042, 8804, 8805, 5471, 8865, 8858, and 8886 that have been filed.
- 12. Copies of Forms 1099, 5471, 8865, 8858, 8886 and Schedules K-1 that have been received.
- 13. Schedule of assets acquired or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions.
- 14. Copies of correspondence with tax authorities regarding changes to prior year returns.
- 15. List of the different types of insurance that the company has and the names of the companies.
- 16. Vehicle and mileage data for passenger vehicles OWNED by the company.
- 17. Asset depreciation schedule.

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Items to Provide

Please answer the following questions.

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- 1.** Do you conduct your business out of your home?
- 2.** Did you materially participate in the operation of the business during the year?
- 3.** Were any assets purchased during the year?
- 4.** Were any assets sold, retired or converted to personal use during the year?
- 5.** Did you have a bookkeeper that prepared a profit and loss statement and balance sheet for your company?