



VAAS PROFESSIONALS, LLC  
A CPA & MANAGEMENT CONSULTING FIRM

**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 BUSINESS 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 \_\_\_\_\_

# BUSINESS TAX ORGANIZER

## Startup Checklist

Last Four Digits of Your Companies Bank Accounts:

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Last Four Digits of Your Companies Credit Card Accounts:

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Brief Description of your Business and its Activities:

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Further Comments or Explanations:

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## 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.

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- 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.

# BUSINESS TAX ORGANIZER

## Startup Checklist

### 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?