



Financial statements, business income and expenses and/or a trial balance for the fiscal year <input type="checkbox"/> We will/ have invite(d) Roberts Accounting to our online accounting platform. <i>Accounting Platform(software):</i> _____ <input type="checkbox"/> We use a desktop accounting software and will provide Roberts Accounting with an Accountant’s copy. <i>Software:</i> _____ <i>Version:</i> _____
Year-End Payroll Documents (<i>Company Wide W-2s, Quarterly and Year-End Tax Returns</i>)
All bank account statements showing the balance as of December 31, 2024 (<i>or the last day of the business fiscal year</i>)
All credit card account statements showing the balance as of December 31, 2024 (<i>or the last day of the business fiscal year</i>)
All loan account statements showing the balance as of December 31, 2024 (<i>or the last day of the business fiscal year</i>)
Details of assets purchased during the fiscal year (<i>invoice, etc. for buildings, equipment, furniture, intangible assets</i>)
Inventory value as of the last day of the fiscal year: \$ _____
Sales Report from POS system for entire fiscal year
Details on any ownership changes that took place throughout the year
If we are preparing your business tax return for the first time, please provide corporate formation documentation (<i>EIN letter, Articles of Incorporation, Bylaws/ Partnership Agreement, S-Corporation election letters, etc.</i>)

In order to ensure that we can file your S-Corporation or Partnership tax return by the March 17th deadline, we will need all of your business tax documents and materials no later than MONDAY, FEBRUARY 24, 2025.

In order to ensure that we can file your C-Corporation or individual tax return by the April 15th deadline, we will need all of your business tax documents and materials no later than TUESDAY, MARCH 25, 2025.

If you need more time this year, please don’t wait to request that we file an extension for your business return. You can request that we file this extension anytime online here: <https://www.rac-co.com/btaxextension>

Whether you plan to drop off your tax documents or send them to us virtually, **we will not be able to begin the preparation of your tax returns until we receive the completed questionnaire.**

