

### ⦿ Basic Information

- Employer Identification Number - EIN
- List of States With State ID Numbers
- Copy of IRS Acceptance Letter of S Election or Previously Filed Form 2553
- Estimated Tax Payments Made - Dates and Amounts
- Last Year's S-Corporation Tax Return

### ● Shareholder Information

- Name, Address, SSN/EIN of Each Shareholder During the Tax Year
- List of Each Shareholder's Stock Ownership
- Reports for All Shareholder's Capital Contributions, Withdrawals or Loans
- Reports for All Shareholder's Compensation, and Benefits Including Cost of Medical and Life Insurance
- Reports of Any Change of Ownership During the Tax Year

### 📄 Tax Documents Received

- All Forms 1099-B, 1099-DIV, 1099-INT, 1099-K and 1099-MISC  
All Other Records for Dividends, Interest or Business Income
- Schedule K-1s Received from Entities Your Business Owns
- All Granted Credit Certificates Issued by Federal/State Tax Authorities

### 📄 Business and Financial Records

- Business Profit/Loss and Balance Sheet Report From Company Books
- Copy of Summary of all Form 1099 and W-2 Issued
- Payroll Report of All Payroll Taxes Paid
- Inventory Reports - Beginning Inventory, Purchases, Ending Inventory

### 📄 Asset Records

- Comprehensive Set of All Assets Reports
- Vehicle Information and Mileage Reports or Actual Expenses for Business Use