

Partnership year-end checklist



Please provide us the following items that apply to your company:

- Bank Statements -- 12 Months -- All Business Accounts
- Check Ledger or Check Stubs for Entire Year
- Credit Card Statements -- 12 Months (including statement for December received in January)
- Your Accounting Printouts
If using Quickbooks or Quicken, send us a printout of these reports:
Profit & Loss, Balance Sheet, General Ledger, Check Register
- Year ending inventory figures
- Loan papers for new assets
- Interest paid on all loans
- Company Car: -Total Mileage
-Personal mileage on company car
- Mileage on personal car (total miles driven and business miles driven)
- Payroll information (including all records from a payroll company if using one)
- Detail of items reimbursed on expense checks
- List of non-reimbursed expenses

Information Needed from New Companies:

- Federal ID #
- State ID #
- State Unemployment ID # (if you have payroll)
- Start-up Loans
- List of partners with their address, SS# and percentage of ownership.
- Copy of last year's tax return