



MATTHEW R. LENTS, CPA, CMI

BUSINESS TAX WORKSHEET

INCOME

- ☐ PROFIT AND LOSS STATEMENT- **CASH BASIS** – PROVIDE IN EXCEL FORMAT
- ☐ BALANCE SHEET ON **CASH BASIS** – PROVIDE IN EXCEL FORMAT
 - COMPARATIVE TO SHOW PRIOR YEAR AND CURRENT YEAR BALANCES
- ☐ GENERAL LEDGER ON CASH BASIS - PROVIDE IN EXCEL FORMAT
- ☐ JANUARY BANK STATEMENT
 - SHOWING END-OF-YEAR BALANCES FOR DECEMBER 31 AND RECONCILIATIONS
- ☐ YEAR END LOAN / CREDIT CARD STATEMENTS FOR COMPANY LIABILITIES
- ☐ W-3 TAX FORM FOR THE BUSINESS (PAYROLL WAGES)
- ☐ W-2 TAX FORM FOR ANY OFFICERS OF COMPANY

ASSETS

- ☐ ANY NEW TANGIBLE PROPERTY (EXCEPT LAND) THAT IS USED IN THE BUSINESS SUCH AS BUILDINGS, MACHINERY, VEHICLES, FURNITURE, AND EQUIPMENT

BALANCE SHEET

- ☐ PLEASE SEE THE ACCOMPANYING SPREADSHEET, WHICH YOU CAN USE AS A TEMPLATE FOR YOUR COMPANY BALANCE SHEET IF NEEDED.