



Client Company Name

Tax Preparer Contact

Phone

E-mail

Confirm Bookkeeper Tasks Completed

- 1099 preferences have been received.
- Final supporting documents for the year have been received or date to receive is passed.
- Confirm that all e-mails for the year have been processed and filed properly. E-mails dated prior to year end 2yrs back are deleted.
- Reconcile the year end payroll records to the books. Accrue previous year taxes due in current year if necessary.
- Verify that monthly JEs have been made to split Shareholder Wages from the Payroll Wages & Burden.
- Payroll reconciliation completed and tied out to W-3
- Use a single AJE to move any remaining AMC balance to CY Distributions/Draws

Controller Tasks to Tie Up Books

- Closing appointment for last month of the fiscal year is completed.
- Closing date has been set.
- If Petty Cash is used to clear cash withdrawals from the bank - post excess balance to reduce NP - Shareholder/Owner if it exists
- If there is a NP - Shareholder/Owner - make sure it is repaid per CPA instructions taking remaining CY Distributions/Draws.
- Use a single AJE dated 01/01 of the following year to zero out CY Shareholder equity accounts.
- Verify that any post-tax entries per Tax Preparer for year before were entered.
- Verify that any post-tax entries that effect accrual accounts or depreciation were reversed on the 1st day of the new year.

Review by Operations CPA

- Special Notes on this account

Distribute Reports to External Tax Preparer

- e-mailed Reports to: _____
- Gave TaxPrep access to: _____