

Basic Information Needed to Complete Business Tax Returns

If you use QuickBooks to keep your company records:

- Backup copy of QuickBooks file updated through December 31, 2025

If you do not use QuickBooks to keep your company records:

- December 31, 2025, balance sheet
- January 1 - December 31, 2025, profit & loss statement
- Detailed General ledger for 2025 in electronic format.

The following information is required for all companies, regardless of how you maintain your company records (electronic copies or pdfs of the information can be provided):

- Copies of all 2025 bank statements for all business bank accounts
- Copies of all 2025 credit card statements for all credit card accounts
- Copy of December 2025 statements for all bank loans or bank lines of credit
- Copies of 2025 quarterly payroll returns and W-2's/W-3's (941s, 940s, and NYS-45)
- Copies of all your sales tax returns
- Copy of your filed IT-204-LL (if applicable), if you have filed your own return
- Copies of payroll register for last payroll run during 2025
- A list of all your physical inventory and your cost of inventory as of December 31, 2025
- Information on any new fixed asset purchases made in 2025
- Information on any fixed assets that were sold or traded in 2025
- Information on any new loans obtained during 2025
- Copies of loan amortization schedules for all loans on your balance sheet in 2025
- Information on any significant or unusual transactions during 2025
- Information on any estimated tax payments you made in 2025
- Signed copy of the attached TR-2000. – on our website
- Signed engagement letter. - on our website.

Questions: - add your own sheet if needed.

- In 2025 did you sign up for New York State's PTET program?
 - If yes, please let us know the amounts and when the payments were made.
- Who was your payroll service provider in 2025? _____.
- Who does your business bookkeeping? _____.
- What is your business website address? _____.
- Did you have any ownership changes in 2025? Y/N: _____
- List all owners/partners/shareholders who are related to each other.
- Did you make any payments in 2025 that would require you to file Form(s) 1099? Y/N: _____
 - If Yes, "did you or will you file all required Form(s) 1099?" _____
- Do you have any foreign partners/owners in your business? – Y/N: _____
- Does your business have any foreign financial accounts? – Y/N: _____
- Do you have any business activity outside of the USA? – Y/N: _____
- Do you have any business activity outside of NY State? – Y/N: _____
- Did the business receive or spend any digital asset/cryptocurrency? – Y/N: _____