

Company Name: _____

2022 Business Supporting Information and Source Documents

Bank statements-December 2022 and January 2023 and 12/31/2022 reconciliation
This includes checking & savings accounts.

Credit card statement showing charges thru 12/31/2022. This will probably include the January 2023 statement.

Description in Quickbooks for any assets purchased in 2022 (in memo field) or include invoice in packet

Paperwork from dealership for any vehicles purchased-specifically if there was a trade-in

Paperwork for any new loans in 2022 and documentation showing loan balances @ 12/31/2022

Health Insurance Premiums paid on behalf of any shareholders. Break-out by shareholder

If our firm DID NOT prepare your payroll include and does not have access to your records:
1 - 4 quarter payroll reports
Year-end payroll reports including W3 and W2s