

Business Owners

Business Name _____

Contact Person: _____ Contact Number: _____

Year-end, December 31st Values

Inventory _____

Accounts Receivable _____

Additional Bad Debt _____

Accounts Payable _____

Payroll Information

(If payroll returns completed by Byrd Accounting)

I-9's on file at your office for ALL employees _____

Copies of completed W-4 sent to accountant _____

All correspondence from IRS included _____

All correspondence from State of FL included _____

Book Keeping

Bank Statements _____

Check Stubs _____

Credit Card Statements _____

Any cash receipts _____
(Receipts that you paid CASH for)

Sales Journal – Sales for Period _____

Notes

Business Owners

As your operations proceed into the new year, it is important that some recordkeeping is updated and filing deadlines are noted.

Payroll...

At the beginning of each year you should have all your employees complete a new W-4 form. This link will take you to the IRS website to print all the forms you need. www.irs.gov

If you are using independent contractors, having them complete a new W-9 is also a good idea.

There is a federal requirement to have completed I-9 forms for all employees and subcontractors. A link to the form is: www.uscis.gov

All W-2 forms should be mailed out to your employees by January 31st. All 1099M forms should be mailed to your contract or commission people no later than February 28th. If we will be preparing those forms for you please get your monthly bookwork into our offices as soon as your bank statements arrive. If we are missing any social security numbers or addresses we will need them as well.

Annual review...

It is time to do your annual review on your inventory, bad debts, accounts receivable, accounts payables and notes payables. If you have inventory you should have taken it by January 1st of the new year. We do not need a copy of your physical inventory just the total purchase value or manufactured value.

When reviewing your Accounts Receivable, look to see if any of the outstanding balance should be written off as bad debt. We will need a total value for your Accounts Receivable as of December 31st and any bad debt to write off.

Accounts Payable- are those people who you owe money to. Not the power, rent or water bill but vendors that provide product and parts that you resell.

Notes Payable- are loans like for a car, equipment or line of credit. If you created any new ones we require a copy of that paperwork from the lender. If you have any notes previously on the books we are looking for December 31st balances and most of them will also provide interest statements. If you do not recall receiving this information, than you can request it from the Note holder.

Credit Cards- if your company uses credit cards for purchases, we will need the January statement from the new year.

If you are a business client that brings your work in annually, please remember to include twelve months of bank statements, twelve months of credit card statements and any paperwork you received from the International Revenue Service of the State of Florida. The earlier you work gets here, the quicker you can get it out.

If you are a client we see each month, the quicker we get the work the quicker we can get it processed so that your payroll returns and corporate tax return can get completed.