DUE DATE: JANUARY 6, 2017

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2016 YEAR-END CHECKLIST
FOR CORPORATIONS AND PARTNERSHIPS

PLEASE PROVIDE THE FOLLOWING ITEMS FOR YOUR BUSINESS YEAR END

(IF ANY ITEMS ARE NOT APPLICABLE OR HAVE BEEN SUBMITTED PREVIOUSLY, PLEASE NOTE "N/A")

☐ ALL MONTHLY STATEMENTS ☐ BANK ACCOUNTS (JAN-DEC) ☐ CREDIT CARDS (JAN-DEC) ☐ LOANS (DECEMBER ONLY) (MORTGAGE, LINE OF CREDIT, EQUIPMENT, AUTO)	☐ FIXED ASSETS ☐ INVOICES FOR ALL ASSETS PURCHASED IN 2016 (OVER $500) ☐ INFORMATION REGARDING DISPOSAL OR SALE OF ANY ASSET DURING 2016
☐ PAYROLL REPORTS (IF WE DO NOT PREPARE) ☐ QTRLY 941, NJ927, WR30 ☐ ANNUAL 940 & W2s	☐ INVENTORY VALUE @ 12/31/16 $__________ (COST NOT RETAIL)
☐ SALES TAX REPORTS (ST-50/ST-51) (FOR ALL 4 QTRS) (IF WE DO NOT PREPARE)	☐ GIFT CERTIFICATES / GIFT CARDS BALANCE @ 12/31/16 $__________
☐ HEALTH INSURANCE PAYMENTS ☐ EMPLOYEE $__________ ☐ OWNERS/OFFICERS $__________	☐ ACCOUNTS RECEIVABLE BALANCE @ 12/31/16 $__________ (INCLUDE SUMMARY SCHEDULE) ☐ ACCOUNTS PAYABLE BALANCE @ 12/31/16 $__________ (INCLUDE SUMMARY SCHEDULE)
☐ RETIREMENT PLANS (401(k), SEP, SIMPLE) ☐ EMPLOYEE CONTRIBUTION $__________ ☐ EMPLOYER MATCH $__________ ☐ OWNER/SELF-EMPLOYED CONTRIBUTION $__________ ☐ UNPAID BALANCE @ 12/31/16 $__________ ☐ DATE WILL BE PAID __________	☐ QUICKBOOKS OR OTHER SOFTWARE IN-HOUSE BOOKKEEPING CLIENTS ☐ TRIAL BALANCE @ 12/31/16 ☐ PROFIT & LOSS @ 12/31/16 ☐ GENERAL LEDGER DETAIL 2016 (PRINT ALL REPORTS)
☐ CASH EXPENSES NOT PREVIOUSLY SUBMITTED (USE ATTACHED PETTY CASH LOG) (DO NOT PROVIDE RECEIPTS UNLESS CASH EXPENSE IS FIXED ASSET PURCHASE - KEEP FOR YOU RECORDS)	☐ REAL ESTATE TAX BILLS FOR 2016-2017 (FOR PROPERTY OWNED BY CORPORATION OR PARTNERSHIP)

PLEASE NOTE: *TO AVOID EXTENSION, WE MUST RECEIVE ALL REQUESTED INFORMATION NO LATER THAN 1/6/2017. IF RECEIVED LATE, YOUR BUSINESS RETURN WILL BE PLACED ON EXTENSION UNTIL 9/15/2017. THANK YOU FOR YOUR ANTICIPATED COOPERATION.*