



K.B. Daniel & Co.  
TAX AND BUSINESS SERVICES

## **Bookkeeping Documents Checklist**

- ✓ Full name and address of business including any DBA names used
- ✓ Type of business, number of employees/contractors
- ✓ Federal ID Number (**EIN**), State ID Number
- ✓ Most recent Federal and State Tax Return filed (**if not a new business**)
- ✓ Previous two months of Bank Statements for all business accounts (**additional months may be required**)
- ✓ Balance Sheet and Profit Loss Statement or any other record of income and expenses
- ✓ If Inventories are a material factor in your business, beginning and ending Inventories and how they are determined
- ✓ Cost basis for any real property, machinery and equipment owned by the business as well as depreciation schedules from previous year

K.B. Daniel & Company ▫ 2775 Cottage Way, Suite 41 ▫ Sacramento, CA 95825

Tel (916) 476-4864 ▫ FAX (916) 568-9560 ▫ Cell (916) 606-8416 ▫ [www.kbdanielcompany.com](http://www.kbdanielcompany.com) ▫ [info@kbdanielcompany.com](mailto:info@kbdanielcompany.com)

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