*As an Enrolled Agent we are **ethically bound** to help you pay the lowest tax you are legally required to pay. This list will help us do our job. It is a concise, though not exhaustive, outline of some of the documents we will need when we meet with you.*

- A copy of last year's Federal and State tax returns.
- Articles of incorporation, partnership agreement, etc.
- Copy of current period balance sheet, income statement, trail balance and general ledger
- Prior year financial statements
- List of all business owners including:
  Name, social security numbers, address, % of ownership, date ownership acquired and detail of distributions
- Schedule of owner fringe benefits received
- Schedule of loans to/from owners including loan agreements
- Details of any related party transactions
- Copies of all payroll forms and 1099 forms for the year
- Amounts of any estimated tax payments
- Listing of interest and dividend income
- Vehicle information and use including vehicle leases
- Information on any employee benefit plans including retirement plans, health insurance, etc.
- Details of meals and entertainment expense
- Any Internal Revenue Service and Department of Revenue correspondence received during the year
- List of any activities in other states
- Details of fixed assets and depreciation schedules

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