



**KUHLMANN
& COOK_{LLC}**
CERTIFIED PUBLIC ACCOUNTANTS

Business Tax Return Document Request List:

- Signed and dated enclosed Engagement Letter - *Compulsory, we cannot commence work on your return until received*
- Completed enclosed Preparation Checklist and Questionnaire
- Year-end balance sheet
- Year-end profit and loss (income) statement
- Year-end trial balance
- Detailed general ledger for full year
- Year-end bank & credit card statements and **respective reconciliations**
- 4th quarter payroll forms
 - 941
 - 940
 - W3
 - W2's for all officers & owners
 - Colorado Quarterly UTR-1 Forms
- Purchase documents for acquired fixed assets
- List of disposed assets
- Loan/Lease documents consummated during the year
- 1099NECs issued to non-employee contract workers
- 1099MISC issued (for interest, rent and all other categories)
- Corporate minutes from any board of director meetings
- Documentation detailing 2024 estimated tax payments
- QuickBooks BACK-UP copy on a flash-drive with requisite user-name and password. If you utilize QuickBooks Online, please grant us online access directly from your program.
Please do not send an Accountant's copy as we are unable to work with this format.

Please return all documentation prior to **February 7, 2025** to ensure timely filing of your business tax returns. **Packets received after February 7th, may necessitate an extension.**

Please call 303.432.3346 or e-mail (JennyK@KuhlmannCook.com) with any questions or concerns.

We sincerely appreciate the opportunity to be of service and wish you a prosperous and happy new year!