



Schedule C (Small Business) and Schedule F (Farming) Checklist

The following (applicable) information is required to prepare your Schedule C and Schedule F returns.

1. Cash receipts (income) and disbursements (expenses) for the year, or back-up disks from your accounting software.
2. Bank statements and cancelled checks for all cash accounts for the last three months of the business year. Keep each statement with the checks that cleared the bank during that month. If you use computerized bookkeeping, also include bank reconciliation reports for the last three months.
3. Loan balances and statements at year-end.
4. Summary of business credit card charges if not itemized in bookkeeping software records or detailed manually. Include a copy of the last month of the fiscal year credit card statements showing year-end balance due on all business credit cards.
5. Copies of all sales tax returns filed for the year (or provide E-Tides/MyPath log-in information).
6. Copies of payroll tax returns for the year, (if not prepared by our office).
7. Accounts receivable at year-end. Bad debts?
8. Accounts payable at year-end.
9. List of equipment and/or real estate purchased or sold during the year. (Enclose copy of settlement sheet).
10. Inventory at year-end (at close).
11. Were any new loans taken out during the year or did you make a loan to the business? If so, how much?
12. Completed “**Business Operations Questionnaire**”.
13. Completed “**Vehicle Information Questionnaire**”.
14. Do you have any unclaimed property to report to the state of PA? Yes No

There is an annual filing requirement whether or not you have unclaimed property. Would you like Stortz & Associates to prepare the required forms for you? Yes No
15. Did you receive any COVID Grants? If so, please provide documentation.
16. Did you receive any grants? If so, please provide documentation.
17. Additional information that you feel we should be aware of.
18. Your signed engagement letter.