



November 29, 2023

Tax season is around the corner, and we would like to ask you to gather some of the items that we are going to need when the time comes.

**Please have the paperwork in the office by February 05, 2024**

For us to file the corporate income tax return more efficiently and accurately we are going to need following information: (some of the items below will or will not be applicable to your business),

1. Balance Sheet and Profit & Loss Statement as of 12/31/2023. **(If S.J. & J. Inc. does your bookkeeping ignore part 1-4)**
  - If your company bookkeeping is done on QuickBooks, provide back-up file on flash drive including username and password. Also let us know what year of QuickBooks software version you are using.
  - If you need us to provide in-debt review and analysis of your bookkeeping, provide all the checking and savings bank statements for the entire year.
2. Checking account(s) statement for December 2023 and January 2024.
3. Last savings account(s) statement for the year 2023.
4. Credit card(s) analysis by type of expenses.
  - If you need us to do bookkeeping and analysis, provide credit card statements for the entire year 2023.
5. Inventory balance as of 12/31/2023.
6. Accounts payable and accounts receivable balances as of 12/31/2023 if you are on accrual basis accounting.
7. Invoices on fixed assets and capital improvements purchased in year 2023:
  - Computer, vehicle, machinery, equipment, furniture, building and/or any other major tangible or intangible purchases.
8. Documents for any fixed assets were sold, traded in, or liquidated by the company.
9. Provide 1099-NEC, 1099-MISC, 1099-INT and 1099-K forms when received.
10. If your company needs to issue 1099 forms to your subcontractors, provide their names, current address, Tax ID, and the amount of income they have received for the year 2023 by January 8, 2024, to Leah at [leah@sjtaxes.com](mailto:leah@sjtaxes.com)
11. New Loan agreement to an entity or an individual. Please let us know if you need us to issue 1099-INT forms to recipients by January 8, 2024.
  - Interest income from the recipients for the year 2023
  - Loan Balance as of 12/31/2023



12. New Loan agreement from bank, entity, or individual, provide 1098 form if available.
  - Interest expense for the year 2023
  - Loan Balance as of 12/31/2023
13. Any documented loan to the company from owners, shareholders, or partners, etc.
14. Total amount of deposits made from the officer's personal bank account into a business bank account that has not been reimbursed as of 12/31/2023.
15. Total amount of invoices or bills have been paid by officer's personal bank account that has not been reimbursed as of 12/31/2023.
16. Latest bank statement from old and/or new loan payable for the year 2023.
17. Quarterly Payroll statements – Forms 941, 940, State payroll statements. (You can get these forms from your payroll company).
18. Sales taxes paid for the year and payable to Mass DOR as of 12/31/2023 or the Webfile with the username and password.
19. All necessary documentation if there was any change of ownership.
20. Officer's salary for the year 2023.
21. Cost of officer's health insurance separated from other employees.
22. Officer retirement contributions from the company for the year 2023.
23. Any additional documents that you think of might have some tax implications on your income tax return.

**Please send us all the paperwork together and not piece by piece.** This way we can keep track of everything. Please contact our office if you have any questions.

Thank you,

*Greg Odabashyan*

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