

### RUSHTON ENTITY CLIENT CHECKLIST

Please return this page with the necessary documents when you drop off your Accountant's Copy/tax information. **Before sending QuickBooks file, please make sure that you have imported all prior adjusting journal entries, reconciled all bank accounts, and entered all credit card activity.**

1. \_\_\_\_\_ Copy of December bank statement for all checking/saving accounts.
2. \_\_\_\_\_ Verify Accounts Receivable balances. Make sure any bad debts are written off, unapplied customer payments have been applied, and that your detail AR sub-ledger or aging schedule agree to your general ledger.
3. \_\_\_\_\_ Inventory balances as of December 31st. Confirm that these balances match your ending general ledger balance.
4. \_\_\_\_\_ Copy of last credit card statement(s) that includes activity through December 31st.
5. \_\_\_\_\_ If Accounts Payable is used, make sure all bills are entered as of December 31st and that your detailed AP sub-ledger or aging schedule agree to your general ledger balance.
6. \_\_\_\_\_ Copy of loan documents if new loans were taken out this year (vehicle loans, line of credit, asset purchase).
7. \_\_\_\_\_ Loan balances as of December 31st (can get loan history from bank).
8. \_\_\_\_\_ Copy of new lease agreements entered into during year.
9. \_\_\_\_\_ Retirement contributions to be made in 2023 for 2022.
10. \_\_\_\_\_ Copy of December Sales Tax return (if not prepared by our office).
11. \_\_\_\_\_ If any assets were sold, disposed, or traded, please provide date of disposal, asset name, how disposed and, if sold, how much asset sold for. Any assets purchased during the year we need details in regards to date, item and amount paid (provide bill of sale for any large purchases ex. vehicles and large equipment)
12. \_\_\_\_\_ Business Personal Property tax form sent by County.
13. \_\_\_\_\_ Go through Supplies Expense Accounts and make sure there aren't any assets recorded. If so, please change purchase to the appropriate Fixed Asset account and put what was purchased in memo.
14. \_\_\_\_\_ If we did not prepare your W-2s/W-3, please provide a copy.
15. \_\_\_\_\_ Were you required to file any 1099s and, if so, were these filed?
16. \_\_\_\_\_ List of un-reimbursed expenses paid from personal cash or credit cards.
17. \_\_\_\_\_ Provide business miles driven in your personal vehicle that will be reimbursed by the company. Please split these miles between January-June and July-December 2022(List Separately).
18. \_\_\_\_\_ If you have a regular exclusively used home office, please fill out the "Home Office Spreadsheet"
19. \_\_\_\_\_ Any owner's life insurance listed separately from other employee benefits. Provide copy of declaration page if this has not already been provided.
20. \_\_\_\_\_ Has owner's health insurance been included in owner's gross wages as self-employed health insurance (for S-corporations)?
21. \_\_\_\_\_ For all S corporations that were organized as a Limited Liability Company (LLC) and partnerships, provide a copy of your operating agreement if you haven't already done so.