

ESTATE/TRUST/NON-PROFIT YEAR-END CHECKLIST

ITEMS NEEDED TO COMPLETE 2021 TAX RETURNS & FINANCIAL STATEMENTS

AS OF 12/31/21:

1. BANK ACCOUNT BALANCES
2. NOTE & LOAN BALANCES INTEREST PAID FOR YEAR
3. ACCOUNTS RECEIVABLE, IF YOUR ORGANIZATION USES ACCRUAL BASIS
4. ACCOUNTS PAYABLE, IF YOUR ORGANIZATION USES ACCRUAL BASIS
5. INVENTORY
6. SETTLEMENT SHEETS, CONTRACTS & FINANCE TERMS FOR ANY EQUIPMENT OR REAL ESTATE PURCHASED OR SOLD DURING THE YEAR.
7. COPIES OF QUARTERLY & YEAR-END PAYROLL TAX RETURNS
8. RECORDS OF CASH DISBURSEMENTS & CASH RECEIPTS.
9. LIST OF DIRECTOR AND OFFICER NAMES, POSITION TITLES, AVERAGE HOURS WORKED PER WEEK AS WELL AS COMPENSATION
10. LIST OF BENEFICIARIES' NAMES, ADDRESS, IDENTIFICATION NUMBER AND DISTRIBUTION PERCENTAGE
11. IF YOU USE QUICKBOOKS, PLEASE PROVIDE A BACKUP OF YOUR DATA AFTER ALL 2020 INFORMATION HAS BEEN POSTED AND BANK ACCOUNTS RECONCILED THROUGH 12/31/20.
12. PPP & EIDL LOAN DOCUMENTS.
13. LOAN FORGIVENESS VERIFICATION
14. STATE GRANT DOCUMENTS
15. DAVIS-SMITH TAX CD FROM PREVIOUS YEAR IF YOU HAVE ONE. PLEASE NOTE THAT WE WILL NO LONGER CREATE NEW CD'S. ALL DIGITAL FILES WILL BE UPLOADED TO OUR PORTAL.