

Bertolas and Pekula, LLC - Certified Public Accountants

2021 Year-End Business Checklist for

CLIENT NAME: _____

Please make sure you have the following items with you at your scheduled appointment:

- ____ 1. Accounting records: Revenues & Expenses for the year. Note: If you send us a QuickBooks backup or accountants copy, specify the version and include password. Version: _____ Password: _____. (Case sensitive)
- ____ 2. Bank Statements as of 12/31/2021.
- ____ 3. Explanation of deposits other than sales (including reimbursements & owner contributions).
PPP Loan amount \$ _____ Forgiven? Y/N
- ____ 4. Detail of **all loans** taken out (including from owner).
(Be sure to list the **year-end balance** for each loan, mortgage and lease and enclose a copy of the year end statements. Enclose a copy of any new loans taken out during the year.)
- ____ 5. Summary of business expenses paid personally.
- ____ 6. Detail of property or equipment purchased, sold or disposed. Include purchase price and date of purchase.
- ____ 7. Inventory cost balance end of year \$ _____
- ____ 8. Payroll records: yearly summaries of Salary and Payroll tax information
**Do you pay health insurance premiums for your employees? _____ What % _____
- ____ 9. Business Vehicle(s): Yes _____ No _____ If Yes, complete included Auto Expense Worksheet (**on reverse side**).
- ____ 10. Insurance Premiums Paid for Officers/Owners
Life: \$ _____
Medical/Dental: \$ _____
Disability: \$ _____
- ____ 11. Did you pay more than \$10,000 to the State of MN for withholding or sales tax in 2021? If yes, you are required to make all payments to MN electronically.
- ____ 12. Have you drafted Board Minutes for 2021?
- ____ 13. Copy of 1099-K Merchant Card and Third Party Network Payments if your business had any credit or debit card revenue.

Additional Information:

If we can be of any assistance while completing this information, please give us a call at 763-421-1819.

I certify that the above information is correct and complete.

Signature: _____ Date: _____

Bertolas & Pekula, LLC - Certified Public Accountants

Automobile Expense Worksheet

Company: _____

For Tax Year 2021

	<u>Vehicle #1</u>	<u>Vehicle #2</u>
Ownership:		
Vehicle Description	_____	_____
Owned or Leased	_____	_____
Original Cost	_____	_____
Date Acquired	_____	_____

Mileage for 2021:

Total Miles	_____	_____
Business Miles	_____	_____
Commuting Miles	_____	_____
Other Miles	_____	_____

Questions:

Vehicle available for personal use?	Yes / No	Yes / No
Vehicle owned by business?	Yes / No	Yes / No
Have evidence to support deduction?	Yes / No	Yes / No
Is evidence written?	Yes / No	Yes / No

I certify that the above information is correct and complete.

Name & Title _____

Signature _____