

**YEAR-END BUSINESS CHECKLIST (Non-QBs)
REQUIRED FOR TAX PROJECTION**



Company: _____
Contact Person: _____
Best day & time to contact: _____
Preferred contact (phone or e-mail): _____

Please return this checklist along with the following information and documents:

Be sure to check off each item included.

- Profit & Loss (Income) Statement
Comparative, if possible (i.e. **1/1/21- 10/31/21** compared to **1/1/22 - 10/31/22**)
- An estimate of what your net income will be for the remainder of the year.
- Balance Sheet
Comparative, if possible (**12/31/21** compared to **10/31/22**)
- List of fixed asset additions & disposals
(Be sure descriptions are clear and accurate)
- List of any anticipated fixed asset purchases by year end.
- Year-to-date payroll summary report
- Year-to-date paystub for owners.
- If you received a PPP Loan, and it was forgiven in 2022, please provide the amount.

Rather than preparing a full detailed business projection you can provide us with your estimated net income for 2022 that we will then use for your personal projection.

I am anticipating the business net income for **2022** will be \$_____

(Net is total income less expenses)