

**YEAR-END BUSINESS CHECKLIST (QB's)
REQUIRED FOR TAX PROJECTION**

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

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

Be sure to check off each item included.

- An up-to-date copy of your QuickBooks backup file.
(Delivered preferably via Portal)
- The following information regarding your QuickBooks file:

Username: _____
Password: _____
Version: _____

If you are using QuickBooks On-Line and have not previously added us, please do so by inviting us at QBO@dh-cpa.com (if you need assistance, please let us know).

- List of fixed asset additions & disposals
(Be sure descriptions are clear and accurate in QuickBooks)
- List of any anticipated fixed asset purchases by year end.
- Year-to-date paystub for owners.
- An estimate of what your NET income will be for the remainder of the year.
- 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 income for 2022. In which case we will not review your Quickbooks file nor provide any assurances as to its accuracy.