Basic Information Needed to Complete Business Tax Returns

If you use QuickBooks to keep your company records:

- Backup copy of QuickBooks file updated through December 31, 2025

If you do not use QuickBooks to keep your company records:

- December 31, 2025 balance sheet
- January 1 - December 31, 2025 profit & loss statement
- Detailed General ledger for 2025 in electronic format

The following information is required for all companies, regardless of how you maintain your company records (electronic copies or pdfs of the information can be provided):

- Copy of December, 2025 statements for all business bank accounts
- Copy of December, 2025 statements for all credit card accounts
- Copy of December, 2025 statements for all bank loans or bank lines of credit
- Copy of 2025 quarterly payroll returns and W-2's/W-3's
- Copy of all your sales tax returns.
- Copy of your filed IT-204-LL (if applicable), if you filed your own return
- Copy of payroll register for the entire 2025.
- A list of all your physical inventory as of December 31, 2025.
- Information on any new fixed asset purchases made in 2025.
- Information on any new loans obtained during 2025.
- Information on any significant or unusual transactions during 2025.
- Information on any estimated tax payments you made in 2025.
- Signed copy of the attached TR-2000.