



# *Steele Creek Tax Service*

---

Phone (704) 588-5455 • Fax (704) 588-5490 •

13209-F Carowinds Boulevard • Charlotte, NC 28273-6735

E-mail: [dpettigrew@steelecreektax.com](mailto:dpettigrew@steelecreektax.com)

## **END OF YEAR TAX NEEDS FOR THE CORPORATIONS & PARTNERSHIPS**

Copy of bank reconciliation for 12-31

Copies of bank statements for 12-31  
and 1-31(current year)

Inventory total AT COST as of 12-31

Business & Liability Insurance premiums  
paid (except life)

Health Insurance premiums paid

Copies of any invoices for any assets  
that you purchased during the year for  
anything that was worth \$10,000.00 or  
more

A list of any assets that you disposed of  
or sold during the year

Copies of invoices for any major repairs  
or leasehold improvements made during  
the year

If you purchased any assets during the  
year and financed the purchase, then  
we will need a copy of the finance  
agreement

Copies of any government correspondence that you had  
during the year (tax assessments, adjustments, etc)

If you had any deposits during the year that were NOT for  
sales, be sure these are documented in your books and  
marked so that we can easily see them. If any of these  
were loans, then we need information about the financing  
of the loan (if applicable)

If you had any Accounts Receivable where customers  
owed you money at 12-31 but had not yet paid by that  
date, then we need a list of what was owed at that point  
and from what customer

A list of everything that you owed at 12-31 but had not yet  
paid for by that date

Copies of any credit card year-end summary statements

Copies of payroll W2's for the year (along with "summary"  
W3 form)

Copies of the 940 federal unemployment tax return for  
2005

Copies of the 4<sup>th</sup> quarter 12-31-05 payroll tax reports

Detail copies of the last payroll run for the year

Sales Tax totals for calendar year