



JUST SOME OF THE ITEMS TO BRING TO YOUR TAX PREPARER TO INSURE AN ACCURATE BUSINESS TAX RETURN

- A copy of your prior two years income tax returns
- Incorporation Papers (if you are incorporated)
- IRS letter with your Federal ID number (FEIN)
- IRS S-Corp acceptance letter (if you have filed form 2553 to become an S Corporation)
- Checkbook or QuickBooks data file and or year end bank statements
- Annual 1099 forms issued to individuals whom performed services over \$600.00
- Quarterly payroll tax returns (IL and IRS Forms 941 and IL UI-1)
- Annual payroll tax returns (IL and IRS Forms W-3, W-2 and 940)
- Total of health insurance paid for Owners of the Company
- Fringe benefits paid to Owners of the Company
- Monthly or annual sales or use tax form for the State of Illinois. (IL form ST-1)
- Year end pension, profit sharing and IRA statements
- List of quarterly estimated tax payments made to the IRS or state, if any
- Any other item that you believe will assist your tax preparer
- All tax notices received from the IRS or other taxing authorities

**DON'T KNOW WHAT THE ABOVE ITEMS ARE?
CALL US AND SET UP AN APPOINTMENT
BEFORE THE IRS OR BANK DOES!**

Midwest Group Accounting & Tax Services can prepare any of the required forms and documents.

We are also available to maintain your accounting on a monthly or quarterly basis to ensure that these items are not missed in the future.