McRuer CPAs

Return to McRuer CPAs
by: February 2, 2018

2017 Year End Business Organizer

Business Tax Information

for

Company Name:

(Note: Complete one packet for EACH company.)

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Business Tax Information

Company Name:

McRuer CPAs has compiled a general list of information needed to prepare your Company's income tax returns. Providing all of the applicable information will aid in the income tax preparation process. This list is intended to be the majority of information needed, but further inquiry may be necessary during preparation. If you have questions while gathering this information, ***contact Brian Beebe*** at brian@kccpa.com (816)741-7882. Please provide all information applicable to your business.

QuickBooks Users

Included ○ N/A ○

If you use QuickBooks provide an **Accountant's Copy** and the following:

- ☐ QuickBooks Version:
- ☐ User Name:
- ☐ Password:

Items to complete in QuickBooks PRIOR TO submitting to McRuer CPAs:
(Check all that you have completed.)

- ☐ Reconcile all Bank Accounts (checking, savings, money market, etc.)
- ☐ Review AR Reports to ensure all receivables are accurate
- ☐ Review AP Reports to ensure all payables are accurate
- ☐ Review all Fixed Asset Accounts to ensure memos are completed with details of purchase
- ☐ Review Inventory Balances to ensure ending balances are accurate

Other Software Users

Included ○ N/A ○

If your business utilized software other than QuickBooks, provide the Following reports:
(Check all reports you have included.)

- ☐ Revenue and Expenses for the period 1/1/2017 to 12/31/2017
- ☐ Balance Sheet for the date 12/31/2017
- ☐ General Ledger (account details) for the period 1/1/2017 to 12/31/2017
- ☐ Aged Receivable Report as of 12/31/2017
- ☐ Aged Payable Report as of 12/31/2017

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Other Business Documents

Business Tax Information-Continued

Included N/A

- Copy of Year End Bank Statements for all Cash Accounts Copy of
- Year End Bank Reconciliations for all Cash Accounts Copy of 2017
- Form(s) W-2 (if not prepared by McRuer CPAs)
- Copy of last 2017 Payroll Report showing YTD totals per employee
- Copy of all Payroll Tax Returns for 2017
- Copy of any Sales/Use Tax Returns for 2017
- Inventory Total as of 12/31/2017
- Closing Statement(s) for sold or purchased Real Property
- Documentation of any Notes Payable or Notes Receivable to include the following- (including paid off loans)
  - ✓ Principal balance(s) as of 12/31/16
  - ✓ Interest paid for 2017
- Retirement Plan Documentation to include the following
  - ✓ Total amount withheld from employees
  - ✓ Total payments to retirement plan
  - ✓ Total match paid to retirement plan
  - ✓ Total amount withheld but not paid to retirement plan Total
- Officer/Owner Life Insurance paid by the company Amount Paid:

  Account where payments are posted to in accounting records:

  ☐ Distributions/Draw Account

  ☐ Expense Account
- Total Officer Health Insurance paid by the company

  Complete the information on the form. (see page #5.)

  S-CORPORATION HEALTH INSURANCE WORKSHEET

  Was S-Corporation Health Insurance added to the W-2's: ◯ Yes ◯ No
- Total Officer HSA Contributions made by the company

  Complete the information on the form. (see page #6.)

  HEALTH SAVINGS ACCOUNT (HSA) WORKSHEET

  Were HSA contributions added to the W-2's: ◯ Yes ◯ No

Company Name:

Other Business Documents

Business Tax Information-Continued

◯ ◯ Vehicle Details to include the following

Complete the information on the form. (see page #7.)

PERSONAL USE OF COMPANY VEHICLE

Was Personal Use of Business Vehicle added to the W-2's: ◯ Yes ◯ No

Other Information

Were there any changes in business operations in 2017?

◯ No

◯ Yes – Please describe

Were there any changes in business ownership in 2017?

◯ No

◯ Yes – Please describe and include updated documents

Do you anticipate major changes in 2017?

◯ No

◯ Yes – Please describe

Other Information

Business Tax Information-Continued

Were there any address changes for the business?

- ○ No
- ○ Yes – Please provide updated address

Were there any address changes for any partners/shareholders?

- ○ No
- ○ Yes – Please provide updated address for each

Submitting Your Information to McRuer CPAs

Click here MySafe Exchange, or refer to page #8 and follow the login instructions, to submit your information through your secure online account.

QuickBooks files can be uploaded as attachments like other document files. Simply complete your Accountant's Copy backup file and save it to your computer. When uploading your other documents upload the QuickBooks file in the same manner.

S-CORPORATION HEALTH INSURANCE WORKSHEET

Company Name:

Officer Name:

Shareholder %:

2017 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records:

○ Distributions/Draw ○ Expense

Officer Name:

Shareholder %:

2017 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records:

○ Distributions/Draw ○ Expense

Officer Name:

Shareholder %:

2017 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records:

○ Distributions/Draw ○ Expense

Officer Name:

Shareholder %:

2017 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records:

○ Distributions/Draw ○ Expense

Officer Name:

Shareholder %:

2017 Health Insurance Premiums paid by S-Corp:

Account where payments are posted to in records:

○ Distributions/Draw ○ Expense

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Company Name:

HEALTH SAVINGS ACCOUNT (HSA) WORKSHEET

Company Entity: ◯ S-Corp ◯ Partnership

Name:
Ownership %:
2017 HSA Contributions Made by Company:
Account where payments are posted to in records:
◯ Distributions/Draw ◯ Expense

Name:
Ownership %:
2017 HSA Contributions Made by Company:
Account where payments are posted to in records:
◯ Distributions/Draw ◯ Expense

Name:
Ownership %:
2017 HSA Contributions Made by Company:
Account where payments are posted to in records:
◯ Distributions/Draw ◯ Expense

Name:
Ownership %:
2017 HSA Contributions Made by Company:
Account where payments are posted to in records:
◯ Distributions/Draw ◯ Expense

Name:
Ownership %:
2017 HSA Contributions Made by Company:
Account where payments are posted to in records:
◯ Distributions/Draw ◯ Expense

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Company Name:

Personal Use of Company Vehicle (Do **NOT** use for **PERSONALLY** owned vehicles)

Company Name:

Employee/Owner Name:
Auto Info:
Year Make Model
First Date Available for Use in Business
Fair Market Value of Auto on First Available Date
Mileage Info:
Total Miles Driven in 2017
Personal Miles Driven in 2017 (includes commuting)

Employee/Owner Name:
Auto Info:
Year Make Model
First Date Available for Use in Business
Fair Market Value of Auto on First Available Date
Mileage Info:
Total Miles Driven in 2017
Personal Miles Driven in 2017 (includes commuting)

Employee/Owner Name:
Auto Info:
Year Make Model
First Date Available for Use in Business
Fair Market Value of Auto on First Available Date
Mileage Info:
Total Miles Driven in 2017
Personal Miles Driven in 2017 (includes commuting)

Employee/Owner Name:
Auto Info:
Year Make Model
First Date Available for Use in Business
Fair Market Value of Auto on First Available Date
Mileage Info:
Total Miles Driven in 2017
Personal Miles Driven in 2017 (includes commuting)

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MySafe Exchange Login/Upload Instructions

How to <u>LOGIN</u> to your secure MySafe account

1. Visit www.kccpa.com and click on the MySafe icon located on our Home page
2. Click on user name – sent in previous email
3. Password – sent in previous email

What if I can't <u>LOGIN</u> to my secure MySafe account?

1. Under the Login box
2. Click "Can't access your account?"
3. Enter your Login – sent in previous email
4. Enter your email address that would have been associated with your MySafe account
5. Choose one of the following:
    a. Reset via email
    b. Reset via security questions (only if previously established)
6. For further assistance, contact Ariell Braem at ariell@kccpa.com or Jeannie Salmon at jeannie@kccpa.com or call 816.741.7882.

How to <u>VIEW</u> documents in your secure MySafe account

1. Login to your MySafe account.
2. Find the "Documents" heading on the left navigation pane
3. Click on the name of the individual or business to view documents
4. Find the appropriate folder in the middle section of the screen
5. Double click on the appropriate folder(s) until you find the PDF document to view

How to <u>UPLOAD</u> documents to your secure MySafe account

1. Login to your MySafe account.
2. Find the "Documents" heading on the left navigation pane
3. Click on the "File Exchange" under the Documents heading
4. Find the appropriate folder in the middle section of the screen
5. Double click on the appropriate folder
6. Click the "Upload" icon in the top toolbar
7. Click "Add files"
8. Browse your computer to attach the appropriate files
9. Repeat the "Add files" steps as many times as necessary to attach all files
10. To remove file click the red circle to the right of file
11. Click "Start upload" when all files are attached