**2020 TAX PREPARATION CHECKLIST**

**Non Profit**

Please use this as a guide in gathering the information for the preparation of tax returns.

| | | INCLUDED |
|---|---|---|
| 1 | 1099s received. | 1 ☐ |
| 2 | Bank statements and/or investment statements for the year. | 2 ☐ |
| 3 | Make sure that 1099s are issued - provide copies and include 1096. | 3 ☐ |
| 4 | New purchases capital assets - include documentation (P&S, trade-in paperwork etc.) | 4 ☐ |
| 5 | Note(s)/loan, Credit Card balances at year end - provide year end statement. | 5 ☐ |
| 6 | Inventory Balance at year end, if applicable. | 6 ☐ |
| 7 | Accounts Receivable at year end, if applicable. | 7 ☐ |
| 8 | Accounts Payable at year end, if applicable. | 8 ☐ |
| 9 | Balance Sheet and Income Statement *(QuickBooks backup would provide access to all repor<br>(AKA Statement of Financial Position & Statement of Activities & Changes in Net Assets) | 9 ☐ |
| 10 | Payroll tax returns for all 4 quarters - (940, 941s, SUTA, W-2s & W-3) - provide copies. | 10 ☐ |
| 11 | Contributions - if any contribution(s) over $250, provide receipt from charitable organization<br>Please designate cash vs. non-cash | 11 ☐ |
| 12 | Provide a list of officers and board members for the tax year ended. | 12 ☐ |
| 13 | Listing of contributions received over $5,000. (Please note any restrictions.)<br>Include Name, Address and amount. | 13 ☐ |

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14 Listing of grants received (Please note any restrictions.) **14** ☐

15 Minutes of Board meetings held. **15** ☐

16 Other: Estimates paid, payments to related parties,
other unusual events that may have transpired during the year? **16** ☐

17 Any COVID related assistance received, (PPP, EIDL, Main St.) records and
receipt, disbursement, forgiveness etc. ☐

**NOTES:**