

Jandu Tax & Advisory – Corporation Tax Return Checklist

1. Basic Company Information

- Corporation Name
- EIN (Employer Identification Number)
- State of Incorporation and Date Formed
- Business Address, Email, and Phone Number
- Accounting Method: ☐ Cash ☐ Accrual
- Officer/Owner Information (Name, Title, SSN, Ownership %)
- Prior Year Tax Return (if not prepared by Jandu Tax & Advisory)
- Articles of Incorporation / SOS Registration Copy (first year filing only)

2. Income Documents

- Gross Sales / Revenue Summary
- 1099 Forms Received (if applicable)
- Other Income (Interest, Refunds, Rebates, Grants, PPP, ERC, etc.)
- Bank Statements (year-end summary or reconciliation)
- Bookkeeping / Trial Balance / Profit & Loss / Balance Sheet

3. Expense Documentation

Provide totals or documentation for all applicable categories:

- Advertising & Marketing
- Auto & Mileage Log (Business-use %)
- Bank & Merchant Fees
- Business Insurance
- Contract Labor (include 1099s issued)
- Dues & Subscriptions
- Employee Wages & Payroll Reports (W-3, 940, 941, DE-9)
- Meals & Entertainment (50% rule)
- Office Supplies & Postage
- Rent or Home Office Allocation
- Repairs & Maintenance
- Professional Fees (Legal, Accounting)
- Telephone & Internet
- Travel Expenses
- Utilities
- Depreciation (provide fixed asset list or purchases over \$2,500)

4. Additional Schedules & Forms

- Corporate Minutes or Board Meeting Summary (if available)
- Shareholder Loan Balances / Officer Advances
- State Filings (CA Form 100, 100S, 568 if LLC taxed as corp)
- Franchise Tax Payment Proof (CA \$800 minimum tax)
- 1099s Issued to Contractors (Form 1096 summary)
- W-2s / Payroll Year-End Reports
- Fixed Asset Purchases and Sales (with invoices or dates)
- Prior Year Tax return and Loss Carryforward (NOL) Documentation

5. Document Submission

- To ensure security, please upload all sensitive documents via our secure client portal rather than email.

Thank you for trusting Jandu Tax & Advisory with your tax preparation needs!