



JMSC Year-End Checklist

- BUSINESS PERSONAL PROPERTY TAX COUNTY FORM. IF YOU WANT US TO PREPARE, PLEASE SIGN BOTTOM OF FORM AND SEND TO US**
- FILE YOUR ANNUAL REPORT ONLINE www.sosnc.gov/AROnline**

If you do your Own Bookkeeping

- QuickBooks Accountant's Copy File – if applicable- PLEASE INCLUDE YOUR PASSWORD – If QuickBooks Online add us as your Accountant
- All December Bank Statements
- All December Loan Statements
- All December Credit Card Statements (If December Charges show in January Statement, bring January as well)
- List of Business Expenses paid Personally
- All 1099's received by your Company
- List of Jobs or Work in Process that were not completed in the Year (Contractors)
- List of Accounts Receivable (If listed in your QB File note to us that it is accurate)
- List of Accounts Payable (If listed in your QB File note to us that it is accurate)
- Bill of Sale Documentation for any new equipment purchased including Vehicles
- All 1099-K's Received if applicable and/or POS sales system annual report to show total sales for year
- Year End Payroll Reports if we did not process for you to include:
 - 4th Quarter 941 form
 - 4th Quarter State Unemployment form
 - W3 and W2 Copies
 - Annual 940 form
 - 4th Quarter or December Withholding
- Interest Income 1099-INT or Dividend Income 1099-DIV forms received by the Company

If your Business Does not Do Regular Bookkeeping

- Twelve Months of Bank Statements – January - December
- Twelve Months of all Credit Card Statements – January - December
- List of Business Expenses paid Personally
- List of Jobs or Work in Process that were not completed in the Year (Contractors)
- List of Accounts Receivable if not listed in your QB file or another operating system
- List of Accounts Payable if not listed in you QB File or another operating system
- All 1099's received by your Company and 1099-K's
- Interest Income 1099-INT or Dividend Income 1099-DIV forms received by the Company
- A Copy of your 1096 if applicable that you or other party filed
- Bill of Sale Documentation for any new equipment purchased including Vehicles
- Year End Payroll Reports if we did not process for you to include:
 - 4th Quarter 941 form
 - 4th Quarter State Unemployment form
 - W3 and W2 Copies
 - Annual 940 form
 - 4th Quarter or December Withholding

