



**KUHLMANN  
& COOK<sub>LLC</sub>**  
CERTIFIED PUBLIC ACCOUNTANTS

## **Business Tax Return Document Request List:**

- Signed and dated enclosed Engagement Letter - *Compulsory, we cannot commence work on your return until received*
- Completed enclosed Preparation Checklist and Questionnaire
- Year-end balance sheet
- Year-end profit and loss (income) statement
- Year-end trial balance
- Detailed general ledger for full year
- Year-end bank & credit card statements and respective reconciliations
- 4<sup>th</sup> quarter payroll forms
  - 941
  - 940
  - W3
  - W2's for all officers & owners
  - Colorado Quarterly UTR-1 Forms
- Purchase documents for acquired fixed assets
- List of disposed assets
- Loan/Lease documents consummated during the year
- 1099NECs issued to non-employee contract workers
- 1099MISC issued (for interest, rent and all other categories)
- Corporate minutes from any board of director meetings
- Documentation detailing 2023 estimated tax payments (C-Corps only)
- QuickBooks BACK-UP copy on a flash-drive with requisite user-name and password. If you utilize QuickBooks Online, please grant us online access directly from your program.  
**Please do not send an Accountant's copy as we are unable to work with this format.**

Please return all documentation prior to **February 10, 2024** to ensure timely filing of your business tax returns. Packets received after February 10th, may necessitate an extension.

Please call 303.432.3346 or e-mail ([JennyK@KuhlmannCook.com](mailto:JennyK@KuhlmannCook.com)) with any questions or concerns.

We sincerely appreciate the opportunity to be of service and wish you a prosperous and happy new year!