

CORPORATE CHECKLIST

- Copy of Incorporation Documents (Including Secretary of State Letter)
- Copy of most recent tax returns (Federal and State)
- Names, Addresses and Taxpayer ID#'s of each shareholder
- Name of Tax Matters Partner
- Percent of ownership for shareholders
- Profit and Loss sharing percentage for shareholders
- Date and amount of any estimated tax payments for the current year
- Profit and Loss Statement (Prior year comparative) on a cash basis for calendar year
- Balance Sheet (Prior Year Comparative) on a cash basis for calendar year
- Copy of any Shareholder W-2 forms for the calendar year
- If Rental Property owned:
 - Schedule of Income and Expense for each property
 - Loan Balance at 12/31 for each mortgage indicating which property it is for.
 - Copy of Final Escrow Settlement sheet for original purchase and any refinances
- Copy of Final Escrow Settlement Sheet for any properties sold or exchanged during the year

Copy of any Form 1098's for mortgage interest paid during the year.