

Year End Accounting Checklist
for computerized clients

- 1) Copies of all Checking, Savings and Investment account statements at year end.
- 2) Copies of all business credit card statements at year end.
- 3) Copies of all year-end payroll tax returns (W-3, W-2's) and accompanied payroll tax reports (940, Ohio Dept of Job & Family Services).
- 4) A list of all new assets purchased during the year costing more than \$500. Indicate exactly what was purchased, date & amount of purchase.
- 5) The value of inventory at year end.
- 6) Copies of year end statements for any loans/leases you are currently making payments on (Auto's, Buildings, copiers, and computers).
- 7) Details and amounts on health or life insurance paid by the business, on behalf of any shareholders or officers.
- 8) An Accountants Copy of your QuickBooks, either by using the "Send to Accountant" or "Save File" features under Accountant's Copy, Client Activities. Using the "Send to Accountant" feature your data must be under 200KB and this file is created in the Intuit web site for retrieval by a the person you have emailed it to. The "Save File" feature you will save the Accountants Copy to a jump/flash drive, disk or you can email it if your company file is not very large. **DON'T FORGET TO SEND THE PASSWORD!**
- 9) If you are not using QuickBooks, send a copy of your Balance Sheet and Income Statement for year end.

If you have any questions on any of the above information requested please feel free to contact us at:

Winfree, Ruff & Associates, Inc.
692 Hill Rd. North
Pickerington, OH 43147

614-837-8291 office
614-837-5144 fax