



CLIENT CHECKLIST

SBW IS PREPARING W-2'S AND 1099'S AND NO BOOKKEEPING SERVICES WERE PROVIDED DURING THE YEAR - THE REQUESTED INFORMATION IS REQUIRED BY JANUARY 15TH

W2's - Please provide the following:

- A QuickBooks backup or backup of accounting system used. Verify all employees SSN's and addresses are current.
- Copies of quarterly payroll reports filed (i.e. 941's, 943, 944, state Worker's comp & unemployment)
- Along with quarterly reports, provide copies of or a year-end summary of all EFTPS payments made or login information (SBW can print the reports needed with login information)
- Copies of annual 940 (if SBW is not also preparing this)

Yes/No - Did you contribute to an employee H.S.A., H.R.A, or any other non-taxable benefits? If yes, please provide the amounts contributed per employee.

Yes/No - Did you contribute to employee health insurance, including business owners? If yes, please provide the amounts contributed per employee.

Yes/No - Did you contribute to employee retirement plans? If yes please provide amounts contributed per employee

Yes/No - Did you have foreign workers? If yes, please provide a list of those employees.

1099'S

Yes/No - Did you pay any individual or business \$600 or more for rent or service this year?
Rent includes: storage, office, equipment, pasture, etc.
Examples of services: veterinary services, legal fees, advertising, repairs and/or maintenance, janitorial services, commissions

Yes/No - Do you hold a promissory note to an individual or entity (excluding banks, credit cards, and other corporations)? If yes, did you pay them interest in an amount that was \$10 or more?

* If either question was answered yes, please provide a QuickBooks backup or a backup of the accounting system used. If no accounting system was used, please provide a list of vendors that were paid \$600.00 or over. This list should include: vendor name, address, Tax ID number and total amount paid for the entire year.

Please Note: Additional information may be requested by SBW staff for items such as addresses, social security numbers, or Employer Identification Numbers, if this information is not already held by SBW or included in the provided backups or lists.