Final Checklist

Thank you for selecting Cohick & Associates to prepare your 2022 personal and business income tax returns. **Do not deliver your income tax documents to our office without completing this "final checklist."** This checklist is a verification that you have included everything necessary to complete your 2022 income tax returns.

Individuals

The staff at Cohick & Associates completes your income tax return(s) in the order received. With that in mind, please deliver your income tax documents as soon as you receive them.

- ☐ Please complete your orange 2022 Income Tax Data Organizer with additional attention to the following:
  - ☐ If you pay quarterly estimates, please complete the applicable section on the top of page 2. This information is vital and must be correct.
  - ☐ We understand that certain information on the 2022 Income Tax Data Organizer may be "unchanged" since last year. Feel free to mark as "unchanged" where applicable.
  - ☐ Due to ongoing IRS and US Postal Service delays, we encourage all clients to use "direct deposit" of their refund. With that in mind, please complete the applicable section on the top of page 1.
- ☐ Do you have a preferred method of contact (email or phone)? Please explain below in "notes."
- ☐ Are you or your spouse the primary contact for tax matters? Please explain below in "notes."
- ☐ Did you receive a federal, state, or local tax notice? Please call the office or inform us upon delivery.
  - ☐ In the future, please call us as soon as you receive a notice due to strict response deadlines.
- ☐ If there is additional information about your 2022 tax situation, 2023 tax situation, or other tax concerns, please describe in the "notes" section below.

Businesses

The staff at Cohick & Associates completes your income tax return(s) in the order received. With that in mind, please deliver your income tax documents as soon as you receive them. In many instances, your business information may be ready before your personal information. Please deliver your business information to Cohick & Associates as soon as it is ready to expedite the filing process.

- ☐ Depending on how you compile your business information, see below for our preferred method of delivery (in addition to your printed copies).
  - ☐ QuickBooks (desktop) – save a "backup copy" to a flash drive and provide username and password.
  - ☐ QuickBooks (online) – contact our office to provide access to your online account.
  - ☐ Excel – save your spreadsheet(s) to a flash drive or email to Cohick & Associates.
  - ☐ Paper or other format – organize in a neat and legible format. Income should be totaled and expenses should be categorized by type. Do not forget to calculate your profit (income minus expenses).
- ☐ What else should be included?
  - ☐ Provide an invoice if you purchased a vehicle, real estate (HUD-1), and/or major equipment.
  - ☐ Provide a copy of the end of year (12/31/22) statements for all business checking, savings, and investment accounts.
  - ☐ Provide a copy of the end of year (12/31/22) statements for all business loan and credit card accounts.
  - ☐ DO NOT include receipts for daily expenditures (maintain them in a safe place for your records).
- ☐ If you have partners or investors, provide any changes to ownership %, address, and/or legal documents.
- ☐ If you received COVID grants / funding or Employee Retention Credit (ERC), include relevant documents.
- ☐ If there is additional information about your 2022 situation, 2023 tax situation, or other tax concerns, please describe in the "notes" section below.

NOTES

Please provide additional questions, concerns, or information relevant to your personal or business income tax return(s).

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_____ (More room on the back)