

Company Name: _____

EIN: _____

Business Activity: _____

Copy of Annual Minutes

Corporation(1120(S)/1120) Balance sheet

Assets: _____ Ending Balance for 2018

• Cash and cash equivalents	\$ _____
• Building	\$ _____
• Land	\$ _____
• Allowances	\$ _____
• Receivables	\$ _____
• Inventories	\$ _____
• Depreciable Assets (Cars, Buildings, etc.)	\$ _____
• Fixed Assets (Furniture, Equipment, etc.)	\$ _____
• Assets loaned from shareholders (money put into the business)	\$ _____
• Long Term Investments	\$ _____
• Intangible Assets (good will, patents, copyrights)	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
• _____	\$ _____
Total Assets	\$ _____

Liabilities: _____ Ending Balance 2018

• Accounts Payable	\$ _____
• Accumulated Depreciation	\$ _____

- Notes Payable \$ _____
- Mortgage Payable \$ _____
- Accrued Expenses
- Differed income \$ _____
- Loans from shareholders \$ _____
- Capital Account (money taken out of the business) \$ _____
- Other current expenses:
 - Credit Card #1 \$ _____
 - Credit Card #2 \$ _____
 - Credit Card #3 \$ _____
 - _____ \$ _____
 - _____ \$ _____
 - _____ \$ _____
 - Vehicle Loan #1 \$ _____
 - Vehicle Loan #2 \$ _____
 - Vehicle Loan #3 \$ _____
 - _____ \$ _____
 - _____ \$ _____
 - _____ \$ _____
 - _____ \$ _____

Equity: _____ Ending Balance 2018

- Common stock \$ _____
- Paid in Capital \$ _____
- Retained earnings \$ _____
- Shareholders equity \$ _____
- _____ \$ _____
- _____ \$ _____

Total Liabilities & Equity \$ _____



BLUE BEAR
TAX SOLUTIONS

Checklist of documents required:

Corporate Minutes

Prior year tax returns

Depreciation Schedule

EIN

DBA (Doing Business As)

Address, Phone, & Email

Business Activity

Profit & Loss Statement

QuickBooks Balance Sheet
in lieu of Blue Bear worksheet