

## **BUSINESS CHECKLIST**

**Related to the preparation of your business income tax return, please read, sign, and date the attached engagement letter and return it to our office by fax, email or mail. If you have any questions call our office before you sign and date the letter.**

If applicable please bring or drop off the following:

- SBA Loans received in 2020 – Need loan agreements & date you received monies**
- PPP Loans received in 2020 along with the loan forgiveness application**
- Retention credits received in 2020 – Need a copy of Form 7200 or Form 941 filed, requesting credits**
- Your business records are due in our office by 1/15/2021. If you find you cannot meet this due date please call our office before January 15.**
- Log your odometer(s) 12/31/20**
- Value your business inventory 12/31/20 using the actual cost you paid**
- 1099 worksheet, if applicable, is due in Main Street's office by 1/08/21.**
- Update your annual business minutes – On our web site you will find “Shareholder/LLC Member Letter”, which will help you complete this task.**

If you have any questions on the above or the attached, please feel free to contact our office at your convenience.