



Schedule C (Small Business) and Schedule F (Farming) Checklist

The following (applicable) information is required to prepare your Schedule C and Schedule F returns.

1. Cash receipts (income) and disbursements (expenses) for the year, or a back-up from your accounting software. If you use computerized accounting software, please ensure all transactions are entered and reconciled on the backup you provide. Also, if applicable, provide the administrator user and password to access your data.
2. Bank statements and cancelled checks for all cash accounts for the last three months of the business year. Keep each statement with the checks that cleared the bank during that month. If you use computerized bookkeeping, also include bank reconciliation reports for the last three months.
3. Loan balances and statements at year-end.
4. Summary of business credit card charges if not itemized in bookkeeping software records or detailed manually. Include a copy of the last month of the fiscal year credit card statements showing year-end balance due on all business credit cards.
5. Copies of all sales tax returns filed for the year.
6. Copies of payroll tax returns for the year. (if not prepared by our office).
7. Accounts receivable report at year-end. Bad debts?
8. Accounts payable report at year-end.
9. List of equipment and/or real estate purchased or sold during the year. (Enclose copy of settlement sheet).
10. Inventory report at year-end (at close). You must keep copies of inventory reports for your records.
11. Were any new loans taken out during the year or did you make a loan to the business? If so, how much?
12. Completed **“Business Operations Questionnaire”**.
13. Completed **“Vehicle Information Questionnaire”** to substantiate business miles claimed on your return. You must maintain contemporaneous mileage logs.
14. Do you have any unclaimed property to report to the state of PA? ☐ Yes ☐ No

There is an annual filing requirement whether or not you have unclaimed property. Would you like Stortz & Associates to prepare the required forms for you? ☐ Yes ☐ No
15. Did you receive any Employee Retention Credits(ERC)? Please provide the following information:
 - Dollar amount received in ERC in 2025
 - Copies of all Amended 941X returns filed
 - Additional documentation to support the calculation of the ERC
16. Additional information that you feel we should be aware of.
17. Your signed engagement letter.