

Updegrove, McDaniel, McMullen & Chiccehitto, PLC
2025 CORPORATION TAX INFORMATION REQUEST LIST(FORM 1120)

Company Name: _____
Any changes to contact information: _____
Have all accounts been reconciled? Yes No

Please provide the following information:

Done N/A

1. Activity for 2025 Tax Year. Examples include:
 - a) Comparative 2025-2024 balance sheet and profit and loss statement with a 2025 detailed general ledger of all income/expense accounts,
 - b) QuickBooks desktop accountants' copy file; cut-off date of 1/1/2026, or
 - c) Access to QuickBooks Online (QBO).QuickBooks file/ access is preferred. If you have questions about this, please contact us.
2. Fixed assets account details and schedule of assets acquired and/or sold, including date acquired or sold and sales or purchase price.
3. Copies of correspondence with tax authorities.
4. Details of changes in stock ownership.
5. For each corporate officer, provide SSN, compensation, percentage of ownership, hours devoted to business, and date ownership acquired.
6. Business License (BPOL) and Personal Property Tax forms, if we are to prepare them.
7. List of states, other than Virginia, where business is conducted.
Provide amount of revenue allocated to each.
8. Loan statements showing year-end balance, interest paid, and new borrowings (including shareholder loans).
9. If new business client or if any changes: Copy of Operating Agreement, Articles of Incorporation and Bylaws.
10. Detailed analysis of entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state and local income tax payments and refunds (if not easily identifiable in your QuickBooks or other general ledger format).
11. Copies of Forms 1094, 1095, 1096, 1099, 941, 940, 5500, 1042, W-2s and W-3s that have been filed.
Please make sure you have mailed all the necessary 1099's to the recipients by the filing deadline of January 31, 2026.
12. List of nondeductible expenses, i.e. penalties and entertainment (if not easily identifiable in your QuickBooks or other general ledger format).
13. Information for business use of vehicles including: total mileage, business mileage, and personal mileage for each vehicle.
14. List each type of trade, business activity or rental activity, and indicate the date started or acquired.
15. Did you offer or reimburse health insurance costs to your employees (including shareholders of the corporation)? Please explain.
16. Did you make any federal or state estimated tax payments for 2025? If so, please provide amounts and dates paid with your tax information.

Yes No