



GLOBAL EXACT APP TAX APPOINTMENT CHECKLIST

CORPORATE TAX APPOINTMENT CHECKLIST

To facilitate a seamless personal tax filing, please gather the following documentation prior to your appointment:

Prepared for GlobalExact AP Enterprise Clients

1. Corporate Identity & Banking

Business Credentials: Employer Identification Number (EIN) and registered business address.

Banking: Direct Deposit information for corporate refunds and schedules of all business bank accounts.

Prior Filings: Last year's Federal and State corporate tax returns.

2. Operational Income Data

Gross Receipts: Total sales and service income records.

Investment/Passive: Corporate Interest, Dividends, and Capital Gains/Losses from stock or asset sales.

Other Income: Rental income, foreign income, and any Prizes/Bonuses received by the corporation.

3. Business Expense & Tax Data

Taxes Paid: Records of Estimated Tax Payments made to Federal and State governments, including specific dates paid.

Property & Interest: Mortgage interest for corporate-owned property and Real Estate tax records.

Employee Benefits: Records of Retirement/IRA contributions made on behalf of the company or employees.

Professional Fees: Tax Return Preparation Expenses and Investment-related fees.

Operations: Employment-related expenses and costs associated with residential energy upgrades for corporate facilities.

INDIVIDUAL TAX APPOINTMENT CHECKLIST

To facilitate a seamless personal tax filing, please gather the following documentation prior to your appointment:

Prepared for GlobalExact AP Clients

1. Personal Information

Prior Year Returns: A copy of last year's income tax return (required for new clients).

Identification: Name, address, Social Security Number, and Date of Birth for yourself, spouse, and all dependents.

Banking Details: Routing and account numbers if Direct Deposit of a refund is required.

Provider Data: Dependent provider's Name, Address, and Tax ID/SSN.

2. Income Verification

Employment: W-2 Wages, tips, and/or Unemployment documentation.

Investment Income: Interest and Dividend statements, and records of Stock or Bond Sales.

Retirement/Passive Income: Pension, Annuity, Partnership, Trust, and Estate income records.

Additional Streams: Rental income, Alimony, Gambling/Lottery winnings, and foreign income records.

State/Federal: State/Local tax refund records and Social Assistance income.

3. Deductions & Credits

Home & Real Estate: Mortgage/Home Equity interest, Mortgage Insurance, and Real Estate/Home Property taxes.

Health & Education: Medical/Dental expenses, and Education/Tuition costs including materials purchased.

Contributions: Records of Cash and Non-Cash Charitable contributions.

Strategic Expenses: Investment expenses, Tax preparation fees, and Employment-related costs.

Energy & Retirement: Purchase records for Residential Energy Credits and IRA/Retirement contribution statements.