

Izzi & Associates, Ltd.

Certified Public Accountants

ACCOUNTING MONTHLY DOCUMENTS NEEDED- "PROCESSING"

For Sales & Payroll Taxes to be filed on time

- **ALL** Bank statements for the business from the previous month
- QuickBooks register for the previous month
 - **OR** Bank statement with all cancelled checks
 - **OR** Spreadsheet with checks written for the month
- Cash pay outs from the previous month
 - *(only receipts that were paid in cash, not debit card receipts)*
- Business credit card statements for the business from the previous month
- Credit card discount statements from the previous month
- **ALL** Liquor purchases
- Groupon/DoorDash/ other discounted sales monthly statements from the previous month
- Any letters from the IRS, City of Chicago, IL Dept of Revenue, or IDES concerning the company or the owners
- Major purchases, equipment leasing, contracts, monthly invoices for major purchases
 - If this is a new lease or purchase, we will need a copy of the contract (*Car loan, Equipment loan, Line of Credit*)
- Anything else that you think would be relevant to the business, please send that as well.

SALES TAX SPECIAL NOTES

- All discounts, coupons, exempt organizations, tips paid out, delivery charges are needed to calculate "discounts" applicable to sales taxes

OTHER TAX DEADLINES

- **Sales Taxes:** Needs to be in by the 10th of the month
 - *filing and payment by the 20th of the month*
- **City of Chicago Restaurant Tax:** Needs to be in by the 10th of the month
 - *filing and payment by the 15th of the month*
- **Payroll Tax Due Dates:** April 30th, July 31st, October 31st, January 31st
- **W-2 & 1099 Distribution Due Date:** January 31st
- **Corporate Income Tax:** March 15th
- **Partnership Income Tax:** April 15th
- **Personal Income Tax:** April 15th