

Tax Audit Preparation Checklist

For Corporations

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Tax Audit Preparation Checklist

Dear [Recipient's Name],

As we prepare for the upcoming tax audit, please find below a checklist to assist you in gathering the necessary documentation:

- **Financial Statements:** Ensure that the last three years of financial statements are available.
- **Tax Returns:** Provide copies of filed tax returns for the past three years.
- **General Ledger:** Make sure the general ledger for the current year is complete and reconciled.
- **Bank Statements:** Gather bank statements for all accounts for the past year.
- **Invoices and Receipts:** Collect all relevant invoices and receipts for income and deductions.
- **Contracts and Agreements:** Compile any contracts and agreements pertinent to business operations.
- **Payroll Records:** Ensure payroll records are complete and up to date for the audit period.
- **Assets and Liabilities:** Prepare a list of all assets and liabilities, including depreciation schedules.
- **Internal Policies:** Review and document internal accounting policies and protocols.
- **Communication History:** Organize any prior correspondence with tax authorities.

Please ensure that all documents are compiled by [Insert Deadline]. If you have any questions or require further assistance, feel free to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]