

Tax Preparation Checklist

Business Name:

Tax Year:

1. Income

- Gross receipts or sales
- Returns and allowances
- Other business income

2. Expenses

- Advertising & marketing
- Office supplies
- Rent or lease
- Utilities
- Employee wages
- Contractor payments
- Travel & meals
- Insurance
- Interest payments
- Legal or professional fees

3. Documents

- Previous year's tax return
- Business licenses, permits, and EIN (Employer Identification Number)
- Loan documents (interest, payments, terms)
- Bank and credit card statements
- Contracts and agreements (leases, service contracts, etc.)
- Receipts for major purchases

4. Assets

- Equipment or vehicle purchases
- Asset sales or disposals

5. Payroll

- Payroll reports
- Forms W-2 and W-3
- Forms 1099-NEC for independent contractors
- Payroll tax filings (Forms 941, 940)

6. Payroll

- Previous year's tax return
- Quarterly tax payments
- Bank & credit card statements