

Business Tax Return Checklist

- Copy of prior years' return if we did not prepare your last return (prior 2 years preferred)
- Annual gross revenue (and any applicable sales/ service records)
- End of year statements for all accounts used for the business (bank, credit card, etc.)
- Inventory data, if applicable (beginning, purchases, ending, returns and allowances)
- 1099-INT (interest income)

Business expenses; some common examples include:

- Advertising
- Repairs and Maintenance
- Bad debts
- Rent
- Office Supplies
- Vehicle Expenses
- Utilities (water, electricity, etc.)
- Continuing education
- Parking and tolls
- Bank fees
- Meals, entertainment, and travel
- Any other applicable and allowable expense

- All tax and license amounts paid out during the year (sales tax, occupational license, etc.)

Payroll documentation; some common examples include:

- W-2's issued to employees (and accompanying W-3)
- 1099's issued to independent contractors, day laborers, etc. that did work for you
- Quarterly 941, RT-6, and UCT-6 reports
- Annual 940 report
- Any other applicable payroll report (officer compensation, etc.)

- Receipts/Invoices for all new fixed assets, real estate, or vehicles
- Depreciation schedule from prior return (or information allowing for recreation of depreciation schedule)
- Any account balances that are owed by the company (loans, notes payable, etc.)
- Any account balances that are owed to you by others (accounts receivable, loans receivable, etc)

Company information; some examples include:

- Documentation showing all owners/partners/officers, percentage of ownership, etc.
- Amount each owner/partner/officer invested in the company
- Federal tax ID number
- If using QuickBooks, please provide a backup of company data and password
- Any other information that would be relevant to the company