

Tax Preparation Document Checklist - Business

What to gather before filing your business taxes.



Income Records

- Profit & Loss statement (year-end)
- Total business income (all sources)
- 1099-NEC / 1099-K forms received
- Sales records (if applicable)



Expense Records

- Rent or lease payments
- Utilities (internet, phone, etc.)
- Office supplies
- Equipment purchases
- Vehicle expenses (mileage log or actual expenses)
- Insurance (business-related)
- Professional services (legal, accounting, etc.)
- Advertising and marketing costs



Assets & Purchases

- Equipment or large purchases made during the year
- Date and cost of each purchase
- Any items financed or leased



Payroll & Contractors

- Employee wages and payroll reports
- Payroll tax filings (941s, W-2s, etc.)
- 1099s issued to contractors
- Contractor payment records



Banking & Financial Records

- Business bank statements
- Credit card statements
- Loan or financing statements



Other Important Information

- Prior year tax return
- Estimated tax payments made
- Business use of home (if applicable)
- Any major changes to the business during the year



Notes / Questions

- List any questions or concerns for your accountant
- Note anything unusual from the year

Having these items organized ahead of time can help streamline the tax preparation process and reduce delays.

At tax time, drop your information off or upload in the secure portal so we can keep your return moving forward. ****Please do not send sensitive information via text or email****