

Business Tax Return Checklist

Please provide the following documentation to us
for preparing your business income tax return

BUSINESS INCOME:



- QuickBooks File (If Applicable)
- Profit and Loss Statement
- Sales and Use Tax Returns
- 1099 INT
- 1099K (Payment and Third Party Network Transactions)

EXPENSES:



- Detailed Summary of All Expenses (QuickBooks Summary)
- Mileage Log and Trip Sheets for Each Vehicle
- New Equipment Purchases (Provide Receipts)
- Detailed Summary of Other Business Expenses

COST OF GOODS SOLD:



- Summary of Materials Purchased
- Payroll Summary (W-3/W-2)
- Contractor Expenses (1096/1099NEC)

EQUITY:



- Capital Account Summary
- Notation of Any Capital Contributions or Distributions

ASSETS:



- Cash Balances (Bank Accounts)
- Accounts Receivables
- List of Vehicles (Mileage, Date of Purchase and Purchase Price)
- Property, Plant and Equipment (Date Purchased and Purchase Price)
- Beginning and Ending Inventory
- Notate Any Sales, Trade In Disposition of Equipment

LIABILITIES:



- List of All Liability Balances (Including new this year)
- Equipment
- Bank
- SBA/EIDL (Economic Injury Disaster Loan)
- Other

TAX PAYMENTS:



- Payments Made (Federal and State)
- Pass Through Entity Tax Payments

MISC:



- December Statements for all Bank Accounts and Loans
- Health Insurance Paid
- Retirement Plans/Contributions
- Routing and Account Number for All Business Bank Accounts