

## SMALL BUSINESS TAX PREP CHECKLIST

WHAT YOUR TAX ACCOUNTANT NEEDS	Current Year	Previous/Target Tax Year	Six Years Prior
<b>FOR NEW CLIENTS</b>			
Business Structure (incorporation papers, partnership agreement, business license, owners' and partners' contributions, owners' and partners' loans, money due to owners and partners)			
Employer Identification Number or Social Security Number			
Business Budget			
Exemption Form (if non-profit)			
Past tax returns			<input type="checkbox"/>
<b>FOR RECURRING CLIENTS</b>			
Sales tax returns and payments for taxes collected from client/customer invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense Receipts For	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raw Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory Used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory Scrapped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closing Unsold Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car and Truck Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissions and Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Labor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capital Assets (Including Year of Purchase and Use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depreciation Schedule (If One Exists)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Benefit Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal and Professional Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension and Profit-Sharing Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rent for Buildings or Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rent for Vehicles, Machinery, Equipment or Other Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repairs and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taxes and Licenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deductible Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities — Landline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities — Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities — Mobile phone(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities — Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities — Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wages (includes any statements from a payroll vendor like ADP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client/customer invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business credit card statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statements for customer receipts/payments (Venmo, PayPal, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash receipts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1099 Forms for income received (1099 misc, 1099-K, 1099-NEC)		<input type="checkbox"/>	<input type="checkbox"/>
W9 Forms received from service providers (to prepare and send 1099s to providers)		<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED SMALL BUSINESS ADVISORY</b>			
Business Plan			
Business Succession Plan			