



Checklist for Business Owner Should have for Their Tax Prep

Business Details

- ✓ Business name, address, contact info
- ✓ Tax ID (EIN)

***** You can use QuickBooks *****

Income:

- ✓ Sales records (invoices, receipts)
- ✓ Bank statements
- ✓ Accounts receivable report

Expenses:

- ✓ Receipts for all expenses
- ✓ Credit card statements
- ✓ Accounts payable report

Statements:

- ✓ Income Statement (Profit & Loss)
- ✓ Balance Sheet
- ✓ Payroll & Taxes

Payroll:

- ✓ W-2s for employees
- ✓ 1099s for contractors
- ✓ Payroll reports

Taxes:

- ✓ Estimated tax payments
- ✓ Last year's tax return
- ✓ Assets & Liabilities

Assets:

- ✓ Purchase receipts
- ✓ Depreciation schedules
- ✓ Info on sold/disposed assets (stocks)

Liabilities:

- ✓ Loan agreements
- ✓ Outstanding bills
- ✓ Additional Documents

Deductions:

- ✓ Mileage logs
- ✓ Home office expenses
- ✓ Travel/entertainment receipts