FREE CHECKLIST

Business tax return document checklist

Before your business return is prepared, gather the year-end profit and loss and balance sheet, reconciled bank and card statements, payroll reports, 1099s you sent and received, asset purchases and sales, loan statements, owner details and last year's return. This checklist covers Form 1065, 1120-S and 1120 returns.

Fillable PDF. Click a box to tick it and type in the notes, then save or print.

Business details 5 ITEMS

- [ ] Last year's federal and state business returns
- [ ] EIN and the IRS letter confirming your tax classification
- [ ] S-Corp election acceptance letter (CP261), if you elected
- [ ] Ownership percentages and any changes during the year
- [ ] Owner names, addresses and SSNs or ITINs

Financial statements 5 ITEMS

- [ ] Year-end profit and loss
- [ ] Year-end balance sheet
- [ ] December bank and card statements, reconciled
- [ ] Accounts receivable and payable at year end
- [ ] Inventory count at year end

General information, not tax advice for your situation.

Payroll and contractors 5 ITEMS

- [ ] Form 941s for all four quarters and Form 940
- [ ] W-2s and W-3
- [ ] Owner salary and health insurance paid for S-Corp owners
- [ ] 1099-NEC and 1099-MISC forms you sent
- [ ] 1099-K and 1099 forms you received

Assets and loans 4 ITEMS

- [ ] Invoices for equipment, vehicles and improvements bought
- [ ] Details of any assets sold or scrapped
- [ ] Loan statements with year-end balances and interest paid
- [ ] Vehicle mileage logs for business use

Owners and other items 4 ITEMS

- [ ] Owner contributions and distributions during the year
- [ ] Any state tax notices or letters
- [ ] Estimated or extension payments made by the business
- [ ] Sales tax returns filed during the year

Notes

Want your business return done?

One fixed price, agreed before we start. Book a free 30-minute call at eminenttax.com/contact or call (972) 347-4590.

eminenttax.com