

BUSINESS - Tax Preparation Checklist



Basic Info	Done
EIN, State ID Numbers	<input type="checkbox"/>
Last Year's Federal, State and Local Tax Returns	<input type="checkbox"/>
Bank Account Number and Routing Number, if direct depositing refund	<input type="checkbox"/>
Prior Year Self-Select Pin or Adjusted Gross Income (AGI)	<input type="checkbox"/>
Business Filing Type (ex: 1120)	<input type="checkbox"/>
Articles of Incorporation	<input type="checkbox"/>
Each Individual or Entity Owning 20% or more of Corporation Stock	<input type="checkbox"/>

Business and Financial Records	Done
Business Income, Interest, Dividends Received	<input type="checkbox"/>
Schedule K-1 Received	<input type="checkbox"/>
Credit Certificates from Federal and State Taxing Authorities	<input type="checkbox"/>
Profit and Loss Report	<input type="checkbox"/>
Amounts and Dates for State and Local Estimated Tax Payments Made	<input type="checkbox"/>
Bank and Credit Card Records (support interest & day-to-day expenses)	<input type="checkbox"/>
1099 and W-2 Issued	<input type="checkbox"/>
940 & 941 - Federal Unemployment, Social Security and Medicare taxes paid	<input type="checkbox"/>
Report of State and Local Payroll Tax Paid	<input type="checkbox"/>
Schedule of Carryover Losses, Deductions, Credits from Prior Year Tax Returns	<input type="checkbox"/>
Inventory – Cost of Goods or Materials Purchased; and total value of goods or materials at end of year	<input type="checkbox"/>
Prior Year Depreciation Schedules - showing asset cost, date placed in service, prior depreciation, and business use percentage	<input type="checkbox"/>
Assets Acquired During Tax Year – date of purchase, cost, trade-in allowance, and business use percent	<input type="checkbox"/>
Assets Disposed During Tax Year – date of purchase, cost, sales proceeds, trade-in allowance, expenses of the sale, and accumulated depreciation	<input type="checkbox"/>
Business Vehicles Mileage Log - business use and total use	<input type="checkbox"/>
Business Vehicles Usage Percent	<input type="checkbox"/>
Business Vehicle Actual Expenses (gas and maintenance)	<input type="checkbox"/>