



CHECKLIST

Small Business Tax Checklist

1 page · Print & check off

Everything our EA needs to prepare your return — organized by category. Gather what applies to you; not every line applies to every business.

Entity & Prior-Year

- Prior-year tax return (if new client)
- EIN confirmation letter
- Entity documents (Articles of Organization/Incorporation, S-Corp election if applicable)

Income

- Profit & Loss statement for the year
- Balance Sheet as of December 31
- 1099-NEC / 1099-K forms received
- Merchant processor (Stripe/Square/PayPal) annual summary

Payroll (if you have employees)

- Year-end payroll summary report
- W-2s and W-3 filed
- 1099-NECs issued to contractors
- Payroll tax returns (Forms 941 / 940) for the year

Expenses & Deductions

- Business bank and credit card statements (or reconciled bookkeeping file)
- Mileage log or vehicle expense records
- Home office square footage (if claiming home office)
- Health insurance premiums paid (self-employed)
- Retirement plan contributions (SEP-IRA, Solo 401(k), etc.)

- Major asset purchases (equipment, vehicles, computers) with purchase date and cost

Estimated Taxes

- Record of estimated tax payments made during the year, with dates and amounts

Loans & Debt

- Business loan statements showing year-end balance and interest paid
- PPP/EIDL loan documentation, if still outstanding or forgiven this year

Miscellaneous

- Any IRS or state notices received during the year
- Prior-year depreciation schedule (if not already on file with us)
- Details on any business sold, closed, or started during the year

Send what you have — we'll flag anything missing once we start.

Prepared by Tax Engineer LLC · Enrolled Agent (EA) · Active PTIN & EFIN Holder · QuickBooks Certified ProAdvisor
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