



DIVINE ACCOUNTING SERVICES, LLC
WHERE INTEGRITY AND STRENGTH IN YOUR NUMBERS MATTERS MOST

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Business Tax Preparation Checklist (All Items May not be Applicable)

Company Information

- EIN number, Company Formation Documents
- Owner's Personal Information (Name, Address, Company Ownership Percentage)

Income & Expense Information

- Income Statement (P&L)
- Balance Sheet (Assets Owned, Outstanding Loans, Taxes Owed, Personal payments, etc.)
- Company Bank and Credit Card Statements
- Payroll Documents
- Travel and Mileage Log (including meals, hotel stay, etc.)
- Expenses paid out of pocket (cash transactions, not captured via bank accounts)
- 1099s issued to the company
- Federal, state & local estimated income tax paid for current year: estimated tax vouchers, cancelled checks and other payment records

Financial Assets & Liabilities

- Interest Income statements: Form 1099-INT & 1099-OID
- Dividend income statements: Form 1099-DIV
- Proceeds from broker transactions: Form 1099-B
- Documentation of stocks sold: Cost and Purchase dates
- Retirement plan distribution: Form 1099-R
- Auto Loans and leases if vehicle used for business
- Equipment Rentals and Loans information

Miscellaneous Tax Documents

- Tax vouchers and payment records of all Federal, state, & Local estimated income tax paid for the current year
- Retirement plan contributions if self-employed

- Records to document casualty or theft losses
- Copy of previous year's tax returns

PLEASE NOTE THAT THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE AN OUTLINE OF ITEMS NEEDED TO COMPLETE A BUSINESS TAX RETURN. YOU AS THE BUSINESS OWNER IS RESPONSIBLE FOR PROVIDING ALL DOCUMENTS NEEDED TO FILE A COMPLETE AND ACCURATE TAX RETURN. FAILURE TO DO SO COULD RESULT IN PROCESSING DELAYS, FILING AN AMENDED RETURN, AND POSSIBLE TAX PENALTIES.