

# TAX PREPARATION CHECKLIST FOR S-CORP FILERS

- ☒ Organize and submit your 12 months worth of business bank statements.
- ☐ If you have tracked your expenses via Quickbooks or Excel or your preferred accounting method, provide documentation of your Profit & Loss.
- ☐ Fill out our SELF EMPLOYED QUESTIONNAIRE so you ensure you're not missing out on any potential write-offs that may be applicable to you.
- ☐ Make sure you gather your receipts of your purchases and submit/upload them as well.
- ☐ Ensure you are reporting all sources of income & re-revise your balance sheet, financial ledgers and profit and loss statements to look out for any mistakes!
- ☐ Ensure you keep proper record of anyone you are paying out for subcontracted work and if you paid them over \$600 issue them a 1099.
- ☐ If you have to issue a 1099, make sure to submit before Jan 31st deadline to avoid penalties for failure to submit on time. Very serious!
- ☐ Have money aside and prepare to pay your dues before deadline (March 15th) to avoid accrued penalties or interest.
- ☐ Reach out and consult with our team if you're feeling unsure or unprepared so we can assist you in sorting out your sheets.

Getting your tax documents in order prior to filing makes it a breeze for a more efficient, less stressful tax filing experience. By taking some time to review this, you are helping us help you serve you best!

**GET YOUR TAXES DONE RIGHT!**





# LIST OF EXPENSES TO TRACK FOR S-CORP FILERS



## VEHICLE EXPENSES INCURRED:

- Mileage for the year:
- Make & Model of Vehicle:
- Weekly Gas Expense:
- Yearly Car Maintenance Cost:
- Vehicle Registration Costs:
- Monthly Car Insurance:
- Tolls?
- Any other vehicle related expenses such as parts, labor costs, replacements?

## COMMON MISCELLANEOUS EXPENSES:

- Business Travel Costs (not reimbursed):
- Monthly Expense on meals while on the job:
- Monthly Internet Expense:
- Monthly Phone Bill Expense:
- ANY OTHER MISC. ITEM/EXPENSE you'd like to claim: (will let you know if applicable):

## OTHER MISCELLANEOUS EXPENSES:

- Advertising:
- Marketing Tools:
- Subscription Fees related to business: (please itemize with name of product)
- Training fees (this includes any expenses paid out as in attending conferences and paying for tickets or any training/mentorship/capacitation programs you attended for your business):
- Referral fees paid out to anyone:

## HOME OFFICE EXPENSES:

- Type of residence: single family, condo, etc:
- Square feet of place of residence:
- Mortgage or rent?
- Amount of mortgage/rent:
- Sq foot of home office space:

## YEARLY EXPENSES:

- Attire (Clothes, watches, accessories) for the job?
- Newly purchased electronics? Laptop, airpods, etc?
- Outings or recognition office party gatherings for staff
- Gifts for clients

PLEASE BE AS APPROXIMATE AS POSSIBLE AND LIST ITEMS YOU CAN BACK-UP WHETHER VIA RECEIPT OR BANK STATEMENTS (CREDIT OR CHECKING).

ANY QUESTIONS OR CLARIFICATIONS NEEDED PLEASE CONTACT US DIRECTLY.





# PT. 2 MORE EXPENSES TO TRACK FOR S-CORP FILERS



## SECTION 1:

- REPAIRS
- BAD DEBTS
- RENT PAID (DO NOT INCLUDE VEHICLE LEASE PAYMENTS HERE)
- INTERESTS
- ADVERTISING
- RETIREMENT PLANS
- EMPLOYEE BENEFIT PLANS

## SECTION 2:

- COMPENSATION OF OFFICERS - (OFFICER/OWNER TAKE HOME PAY) -
- SALARIES & WAGES (NOT TO INCLUDE CONTRACT LABOR FORM 1125-A)

## SECTION 3: STATE/LOCAL TAXES

- LICENSE & PERMITS
- OTHER MISC. TAX

## SECTION 4: PAYROLL TAXES

## SECTION 5: START UP COSTS & AMORTIZATION

## SECTION 6: MORE VEHICLE EXPENSES

- VEHICLE MODEL, DATE VEHICLE ACQUIRED, DATE PLACE IN BUSINESS USE.
- TOLLS
- OTHER GENERAL CAR RELATED EXPENSES

## SECTION 7: OTHER DEDUCTIONS

- ACCOUNTING COSTS
- BANK FEES
- BUSINESS SUPPLIES
- COMMISSIONS
- CONTRACTED SERVICES
- CREDIT CARD FEES
- INSURANCE PREMIUMS
- JANITORIAL SERVICES
- LEGAL AND PROFESSIONAL FEES

**PLEASE BE AS APPROXIMATE AS POSSIBLE AND LIST ITEMS YOU CAN BACK-UP  
WHETHER VIA RECEIPT OR BANK STATEMENTS (CREDIT OR CHECKING).**

**ANY QUESTIONS OR CLARIFICATIONS NEEDED PLEASE CONTACT US DIRECTLY.**

