

Generic Business Tax Return Checklist

Basic Company Information

- Legal name of the corporation and any DBA
- Employer Identification Number (EIN)
- Business address, phone number, and email
- State of incorporation and date formed
- Copy of S corporation election (Form 2553), if newly filed
- List of shareholders, ownership percentages, and any changes during the year
- Bank account and routing number (for refund or payment)

Financial Statements

- Year-end balance sheet
- Income statement (profit and loss)
- Trial balance and general ledger (if available)
- Prior-year depreciation schedule
- Inventory summary (beginning, ending, and method used)

Income Documents

- Gross receipts/sales summary (by month or product line, if possible)
- 1099 forms received (interest, dividends, other income)
- Bank interest statements (Form 1099-INT)
- Dividend income statements (Form 1099-DIV)
- Details of any other income (rental, royalties, capital gains, etc.)

Expense Documentation

- Advertising and marketing expenses
- Office supplies and administrative expenses
- Rent or lease payments (office, equipment, vehicles)
- Utilities, internet, and phone expenses
- Insurance (business, liability, workers' comp, etc.)
- Professional fees (accounting, legal, consulting)
- Wages and payroll tax reports
- Employee benefits (health insurance, retirement, etc.)
- Travel, meals, and entertainment (with receipts and purpose)
- Repairs and maintenance
- Bank charges and interest expenses

Assets & Depreciation

- Details of new equipment, vehicles, or property purchased during the year (cost and date)
- Details of assets sold, traded, or disposed of
- Loan or lease agreements related to business property

Liabilities & Loans

- Loan statements showing interest and principal paid during the year
- New loans or financing obtained (include agreements)
- Year-end balances on notes payable or credit cards

Payroll & Employment

- Quarterly payroll tax filings (Forms 941, 940, state reports)
- W-2s and W-3 summary
- 1099-NEC forms issued to independent contractors
- Officer compensation details (including fringe benefits)

Taxes & Payments

- Estimated tax payments made to IRS or state (amounts and dates)
- Copies of IRS or state correspondence
- Prior-year tax return (if not prepared by us)

Other Information

- Documentation for any business tax credits (energy, R&D, etc.)
- Significant contracts, leases, or legal agreements
- Corporate minutes (if applicable)
- Any major changes during the year (ownership, structure, address, etc.)