

# 1120S (S Corporation) & 1065 (Partnership) – Document Checklist

Use this checklist to gather documents needed to prepare a **Form 1120S or Form 1065 business tax return**. Not all items apply to every business.

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## Business Information

- ☐ Legal business name
  - ☐ Employer Identification Number (EIN)
  - ☐ Business address
  - ☐ Date business started
  - ☐ State of formation
  - ☐ Entity type (S Corporation or Partnership)
  - ☐ Ownership percentages for all shareholders/partners
  - ☐ Copies of shareholder/partner agreements or operating agreement
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## Owner / Partner Information

- ☐ Names, addresses, and SSNs/EINs of all owners
  - ☐ Ownership changes during the year (dates & percentages)
  - ☐ Capital contribution records
  - ☐ Distribution records
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## Income

- ☐ Gross receipts / sales summary
  - ☐ Forms 1099 issued and received
  - ☐ Other income (interest, refunds, credits, etc.)
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## **Expenses (Provide totals or detailed records)**

### **Common Business Expenses**

- ☐ Advertising & marketing
  - ☐ Bank charges & merchant fees
  - ☐ Insurance
  - ☐ Interest expense
  - ☐ Legal & professional fees
  - ☐ Office expenses & supplies
  - ☐ Rent or lease payments
  - ☐ Repairs & maintenance
  - ☐ Taxes & licenses
  - ☐ Utilities
  - ☐ Software & subscriptions
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## **Payroll & Employee Information**

- ☐ Payroll reports (W-2s, W-3)
  - ☐ Payroll tax filings (Forms 941, 940, state filings)
  - ☐ Employer-paid benefits
  - ☐ Retirement plan contributions
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## **Shareholder / Partner Payments**

### **S Corporations (1120S Only)**

- ☐ Shareholder wages and payroll records
- ☐ Shareholder health insurance premiums
- ☐ Shareholder distributions

### **Partnerships (1065 Only)**

- ☐ Guaranteed payments to partners
  - ☐ Partner distributions
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## Assets & Depreciation

- ☐ Fixed asset list
  - ☐ Equipment, vehicle, and furniture purchases
  - ☐ Asset sales or disposals
  - ☐ Depreciation schedules (prior year, if available)
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## Balance Sheet Information

- ☐ Bank statements (beginning & end of year)
  - ☐ Credit card statements
  - ☐ Loan statements
  - ☐ Accounts receivable & payable balances
  - ☐ Inventory records (if applicable)
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## Tax Payments & Prior-Year Information

- ☐ Estimated tax payments
  - ☐ Prior-year business tax returns
  - ☐ State and local tax filings
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## IRS & Miscellaneous

- ☐ IRS or state notices received
  - ☐ Foreign transactions or ownership disclosures (if applicable)
  - ☐ Any additional information relevant to the business
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*Providing complete financial, ownership, and payroll information helps ensure accurate preparation of your 1120S or 1065 return and correct K-1 reporting.*