4M Tax & Financial Services

Business Tax Return Checklist

- Copy of prior years' return if we did not prepare your last return (prior 2 years)
- Annual gross revenue (and any applicable sales/service records)
- End of year statements for all accounts used for the business (bank, credit card, etc.)
- Inventory data, if applicable (beginning, purchases, ending, returns and allowances)
- 1099-INT (interest income)

- Business expenses; some common examples include:
  - Advertising
  - Repairs and Maintenance
  - Bad debts
  - Rent
  - Office supplies
  - Vehicle expenses
  - Utilities (water, electricity, etc.)
  - Continuing education
  - Parking and tolls
  - Bank fees
  - Meals, entertainment, and travel
  - Any other applicable and allowable expense
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- All tax and license amounts paid out during the year (sales tax, occupational license, etc.)
- Payroll documentation; some common examples include:
  - W-2's issued to employees (and accompanying W-3)
  - 1099's issued to independent contractors, day laborers, etc. that did work for you
  - Quarterly 941, RT-6, and UCT-6 reports
  - Annual 940 report

- Any other applicable payroll report (officer compensation, etc.)
- Receipts/Invoices for all new fixed assets, real estate, or vehicles
- Depreciation schedule from prior return (or information allowing for recreation of depreciation schedule)
- Any account balances that are owed by the company (loans, notes payable, etc.)
- Any account balances that are owed to you by others (accounts receivable, loans receivable, etc.)
- Company information; some examples include:
- Documentation showing all owners/partners/officers, percentage of ownership, etc.
- Amount each owner/partner/officer invested in the company
- Federal tax id number
- If using QuickBooks, please provide a backup of company data and password
- Any other information that would be relevant to the company

This is a general list of the information need to file Business taxes. Some returns are more complex and may need additional information.