

Small Business Tax Prep Checklist



1. General documents

- Federal tax ID number
- Social Security number
- Previous year's tax return—up to 3 years prior for both state and federal

2. Business income taxes documentation

- Accounting journals and ledgers
- Financial statements—balance sheet and income statements
- Transactional supporting documents

3. Business-related expenses documentation

- Receipts grouped into the following categories:
 - Supplies: General office supplies
 - Recurring operational costs: Rent, utilities, and subscription-based services
 - Entertainment/travel: Any applicable business entertainment and travel expenses
 - Marketing/advertising costs: Expenses used to promote your business
 - Professional fees: Attorneys, consultants, accountants, bookkeepers, and more
 - Insurance policy details: Gather both individual and group plan documents, company vehicle policies, and any other insurance coverage documentation.
 - Equipment and assets: Include depreciation schedules for each

4. Employment tax documentation

- Employee forms:
 - W-9: Employee tax withholding certificate
 - I-9: Verification of employee legal working status
 - W-2: Wage and tax statements for each employee
- Subcontractors and professional services:
 - 1099: Nonemployee tax form
 - 1099-MISC: Summary of fees and payments for nonemployees
- Payroll reports
- Gross monthly payroll
- Total deductions withheld from employee gross wages

5. In-home office documentation

- Square footage of office space
- Mortgage interest or rent paid
- Utilities
- Insurance policy