

Self-Employed Tax Return Checklist

General Information

- ☐ Business name (if applicable) and EIN (if registered).
- ☐ Your name, address, and Social Security Number (SSN).
- ☐ Type of business (e.g., sole proprietorship, independent contractor).
- ☐ Business licenses and permits (if applicable).
- ☐ Copy of prior year's Schedule C (Profit or Loss from Business).

Income Documents

- ☐ Invoices issued for products or services provided.
- ☐ Forms 1099-NEC or 1099-MISC for payments received.
- ☐ Forms 1099-K for platform-based payments (e.g., PayPal, Stripe, or gig apps).
- ☐ Bank statements showing business-related deposits.
- ☐ Other income records (e.g., cash payments, grants, etc.).

Expenses

- ☐ Receipts for supplies and materials.
- ☐ Office expenses (e.g., paper, pens, printer ink).
- ☐ Marketing and advertising expenses.
- ☐ Home office expenses (e.g., rent, utilities, internet).
- ☐ Vehicle expenses (e.g., fuel, maintenance, insurance, registration).
- ☐ Detailed mileage log (for business travel).
- ☐ Travel expenses (e.g., lodging, transportation).
- ☐ Meals and entertainment (business-related).
- ☐ Legal and professional services (e.g., accountant fees).
- ☐ Depreciation schedules for equipment and property.
- ☐ Health insurance premiums (if self-paid).
- ☐ Insurance premiums (e.g., general liability, business insurance).
- ☐ Business loan interest (if applicable).
- ☐ Bank fees and transaction fees (e.g., PayPal, Stripe fees).
- ☐ Education and training expenses (e.g., webinars, certifications).

Reconciliation Information

- ☐ Bank account reconciliation showing all business-related transactions.
- ☐ Credit card statements for business purchases.
- ☐ Summary of cash expenses and petty cash log.
- ☐ List of accounts receivable (if applicable).
- ☐ List of accounts payable (if applicable).

Assets and Liabilities Information

- ☐ Details of new equipment, furniture, and other business asset purchases.
- ☐ Records of equipment or property sold or disposed of.
- ☐ Loan statements for business-related loans (with interest breakdown).

Tax Payments and Credits

- ☐ Estimated quarterly tax payments made (with proof of payment).
- ☐ Schedule of any tax credits claimed (e.g., COVID relief credits).
- ☐ Documentation for any tax deductions, such as business-use-of-home deductions.

Other Important Documents

- ☐ Correspondence from the IRS or state tax authority.
- ☐ Copies of any business-related insurance claims (if applicable).
- ☐ Documentation of major contracts or agreements.
- ☐ IRS-issued Identity Protection PIN (if applicable).