

What I Need to File



Completed

Basic Info

☐

Determine business return type for filing as registered with the IRS (Form 1065, 1120, or 1120S). If unsure, contact the IRS Business help line at 1-800-829-4933

☐

Employer Identification Number (EIN) as registered with the IRS. If you don't have an EIN, apply online at [IRS.gov](https://www.irs.gov)

☐

List of states and state ID numbers in which your business has nexus or a presence that requires reporting

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Copy of articles of incorporation or bylaws including any amendments

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If entity has an accepted S election to be taxed as an S corporation, IRS acceptance letter or Form 2553, review current year filing requirements

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Copy of Form 8832 if a check-the-box election was filed to be taxed as a corporation

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Last year's federal, state, and local tax returns

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All amounts and dates for federal, state, and local estimated tax payments made

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Information for each individual or entity owning 20% or more of corporation's stock

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Documents Received

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All Forms 1099-B, 1099-DIV, 1099-INT, 1099-K, or 1099-MISC received (or other records for dividends, interest, or business income)

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Schedule K-1 received from entities that your business owns (lower tier entities)

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All granted credit certificates issued by federal or state taxing authorities

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Business and Financial Records

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Trial balance report from company books.

Profit and Loss Report from the company books.

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Bank and credit card records to support interest and other day-to-day business expenses

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Copy or summary of all Form 1099 and W-2 issued

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Business and Financial Records

☐

Reports detailing all federal unemployment, Social Security, and Medicare tax paid (Forms 940 & 941)

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Reports of state and local payroll tax paid

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If business was conducted in multiple states, compile a report of sales, payroll, and property values for each state

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Schedule of carryover losses, deductions, or credits from prior year tax returns

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Reports for inventory including cost of goods or materials purchased for resale or manufacture and the total value of goods or materials at the end of year

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Asset Records

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Prior year depreciation schedules detailing asset cost, date placed in service, prior depreciation, and business use percentage

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Date of purchase, cost, trade-in allowance, and business use percentage for all assets acquired during the tax year

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Date of purchase, cost, sales proceeds, trade-in allowance, expenses of the sale, and accumulated depreciation for all assets disposed of during the tax year

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Mileage log for each owned or leased vehicle (business use and total use)

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Reports for business use percentage and actual expenses for each owned vehicle (gas and maintenance costs)

 Notes

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 Notes

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