

Tax Preparation Checklist to File Your Taxes

Reminder: 2023 taxes are generally due May 15, 2024 for calendar year filers

Completed

 **Basic Info**

- Determine IRS tax exempt status and type
- Employer Identification Number (EIN) as registered with the IRS. If you don't have an EIN, apply online at IRS.gov
- All amounts and dates for federal, state, and local estimated tax payments made
- Statement of organization's mission and primary exempt purpose
- List of program service accomplishments

Completed

 **Officer Info**

- List of organizations current or former officers, directors, trustees, key employees, and highest compensated employees, and current independent contractors
- Reports for each person's name, address and title
- Reports detailing officers, directors, etc. compensation and benefits, and average hours per week devoted to the organization and related organizations

Completed

 **Organization and Financial Records**

- Statement of revenue and functional expenses
- Balance sheet
- Reconciliation of net assets
- Reports detailing fundraising activities, fundraising events, and gaming
- If a public charity, a list of supported and supporting organizations
- Reports of contributions including name and address of contributor, and type and amount of contribution
- Reports on grants and other assistance to organizations, governments and individuals
- Reports on any tax-exempt bonds issued
- Reports on related organizations and unrelated partnerships
- Information regarding governing body and management, governance policies, and disclosure practices
- Compiled, reviewed or audited financial statements
- Information regarding any unrelated business income
- Copy of all Form(s) 1099 and W-2 issued

Completed

 **Organization and Financial Records**

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

Reports of state and local payroll tax paid

Completed

 **Asset Records**

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

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

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

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

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

Notes