

Business Tax Checklist

Financial reports, payroll records, asset purchases and tax documents commonly needed for partnerships, S corporations and corporations.

Use this checklist for partnerships, S corporations and corporations preparing a business tax return.

BUSINESS INFORMATION

- ☐ Legal business name
- ☐ Employer Identification Number
- ☐ Business address and contact information
- ☐ Entity type
- ☐ Date the business began
- ☐ Ownership information and percentages
- ☐ Copy of the prior-year business tax return
- ☐ Formation documents and amendments, if new client
- ☐ IRS election letters, including S corporation approval if applicable

FINANCIAL REPORTS

- ☐ Year-end profit and loss statement
- ☐ Year-end balance sheet
- ☐ General ledger
- ☐ Trial balance, if available
- ☐ Bank reconciliation reports
- ☐ Accounts receivable report
- ☐ Accounts payable report
- ☐ Inventory report, if applicable

BANK & FINANCIAL ACCOUNTS

- ☐ Year-end bank statements
- ☐ Credit card statements
- ☐ Loan statements
- ☐ Line-of-credit statements
- ☐ Merchant processor reports
- ☐ Business savings and investment statements

INCOME

- ☐ Gross sales or revenue
- ☐ Forms 1099-K
- ☐ Forms 1099-NEC received by the business
- ☐ Other business income
- ☐ Returns, refunds and discounts
- ☐ Customer deposits or advance payments, when applicable

PAYROLL

- ☐ Forms W-2 and W-3
- ☐ Quarterly payroll returns
- ☐ Forms 941
- ☐ Federal unemployment tax return
- ☐ State payroll reports
- ☐ Officer compensation details
- ☐ Payroll summary by employee
- ☐ Health insurance paid for owners or employees
- ☐ Retirement plan contributions

CONTRACTORS

- ☐ Forms 1099-NEC issued
- ☐ Forms W-9 from contractors
- ☐ Contractor payment summary

ASSETS & DEPRECIATION

- ☐ Equipment purchased or sold
- ☐ Vehicles purchased or sold
- ☐ Furniture and computers purchased
- ☐ Buildings or leasehold improvements
- ☐ Purchase date and cost
- ☐ Financing documents
- ☐ Prior depreciation schedule

BUSINESS EXPENSES

- ☐ Rent or lease expense
- ☐ Utilities
- ☐ Insurance
- ☐ Professional fees
- ☐ Advertising
- ☐ Software and subscriptions
- ☐ Repairs and maintenance
- ☐ Travel and meals
- ☐ Vehicle expenses
- ☐ Office expenses
- ☐ Interest expense
- ☐ Taxes and licenses
- ☐ Other business expenses

OWNERSHIP & DISTRIBUTIONS

- ☐ Owner contributions
- ☐ Owner draws or distributions
- ☐ Shareholder or partner loans
- ☐ Changes in ownership
- ☐ Capital account information
- ☐ Partner or shareholder health insurance

COMPLIANCE INFORMATION

- ☐ Estimated tax payments
- ☐ Extension payments
- ☐ State tax payments
- ☐ Franchise tax reports
- ☐ Sales tax filings
- ☐ Notices received from the IRS or state agencies

Important: Upload documents through the secure ServiAmigo client portal. Do not send Social Security numbers, identification documents, tax forms or bank information through regular email, text message or WhatsApp.