

TAX PREPARATION CHECKLIST

Basic Business Information:

- Legal business name
- Business address
- Employer Identification Number (EIN)
- Type of entity (LLC, S-Corp, Partnership, Sole Proprietor)
- Ownership information and percentages

Income Records:

- 1099-NEC or 1099-MISC forms
- 1099-K forms from payment processors
- Sales reports or revenue summaries
- Bank statements showing deposits
- Any additional business income not reported on a 1099

Expense Documentation:

- Office supplies
- Software subscriptions
- Marketing and advertising
- Professional services (legal, accounting, consulting)
- Travel expenses
- Meals related to business
- Vehicle expenses/Mileage log
- Insurance premiums

Asset Purchases:

- Equipment purchases
- Computers and office equipment
- Furniture
- Vehicles used for business
- Machinery or tools

Payroll Information:

- Payroll reports
- W-2 forms issued to employees
- 1099-NEC forms issues to contractors
- Payroll tax filings

Business Banking:

- Business bank statements
- Business credit card statements
- Loan statements
- Interest paid on loans

Prior Year Tax Returns:

- Business tax return
- Personal tax return

Personal Tax Documents

- W-2 forms
- 1099 forms (interest, dividends, investments)
- Mortgage interest statements
- Property tax records
- Health insurance forms (1095-A, 1095-B, or 1095-C)

Questions to Ask

- Are there deductions I may be missing?
- Should my business entity structure change?
- Do I need to make quarterly estimated payments?
- Are there new tax law changes affecting my business?

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Preparing for tax season doesn't have to be overwhelming.


Use the checklists to gather the most common documents needed to prepare your business and tax returns.


1. Have your basic business information ready before preparing your tax return.
2. Provide documentation showing all income received by the business.
3. Organize records for deductible business expenses.
4. Large purchases may qualify for depreciation or special deductions, provide purchase dates and amounts.
5. If you have employees or contractors, gather reports and forms for issued payments.
6. Banking records help verify income and expenses, organize them to ensure accuracy.
7. Always provide the previous years returns.
8. If the business owner's personal return is being prepared, gather personal tax documents.
9. Before filing, reach out with any questions or concerns.

Need help getting your books tax-ready?

Stone Tax Pros LLC provides:

- Small business bookkeeping
- Business and individual tax preparation
- Tax planning and compliance
- IRS representation by an IRS Enrolled Agent

 Based in Fate, Texas
Serving DFW businesses and clients nationwide remotely

 Message Stone Tax Pros to schedule a consultation.

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