

Tax Prep Checklist

The documents you need for tax prep depend on your situation

Forms you may receive

- ☐ 1099-K from payment card companies and payment apps
- ☐ 1099-NEC for nonemployee compensation
- ☐ 1099-INT for business checking or savings account interest

Income items

- ☐ Gross receipts from services
- ☐ Sales records for accrual-based taxpayers (accounts receivable)
- ☐ Returns and allowances

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Expenses

A wide range of costs can fall under applicable business expenses. Don't miss recording any of these on your small business tax preparation checklist. Our tax pros will help you find each and every deduction you deserve.

- ☐ Supplies
 - ☐ Gloves, incontinence pads, living aids, drainage bags, etc.
 - ☐ Cleaning supplies, disinfectant, etc.
- ☐ Liability insurance
- ☐ Administrative Expenses
 - ☐ Pager
 - ☐ Cellular service
 - ☐ Office supplies
 - ☐ Licensing
- ☐ Clothing expenses
 - ☐ Uniforms
 - ☐ Scrubs
 - ☐ Laundry service

Vehicle and business assets

- ☐ Depreciation
 - ☐ Cost and first date of business use of assets
 - ☐ Records relating to personal use of assets
 - ☐ Sales price and disposition date of any assets sold
 - ☐ Documentation of prior-year depreciation
- ☐ Vehicle Expenses
 - ☐ Mileage log if you use standard mileage rate for your vehicle deduction
 - ☐ If you use actual expenses bring receipts for things like maintenance, insurance, lease payments, etc.
 - ☐ Keep track of total business and personal use

Education

- ☐ Continuing Education expenses such as course fees and materials

Other items

Make sure you've gathered related information such as:

- ☐ Any financial statements generated by the business such as a balance sheet, profit/loss statement or cash flow statement
- ☐ Completed year-end books
- ☐ Information regarding any charitable contributions
- ☐ Information regarding NOLs
- ☐ Records of quarterly estimated payments