

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-MISC for awards and prizes
- ☐ 1099-INT for business checking or savings account interest

Income items

- ☐ Commissions
- ☐ Sales records for accrual-based taxpayers (accounts receivable)
- ☐ Returns and allowances

Continued on next page →

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

- ☐ Stationery
- ☐ Pens
- ☐ Photocopy expenses

Equipment

- ☐ Computer
- ☐ Copier
- ☐ Sign making expenses
- ☐ Cameras

Advertising and Marketing

- ☐ Marketing firm fees
- ☐ Signs, flags, bus benches, etc.
- ☐ Referral gifts
- ☐ Postcards

Assets and Vehicle Expenses

- ☐ 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 milage rate)
 - ☐ Receipts for maintenance, insurance, lease payments (if you use actual expenses)
 - ☐ Business related tolls
 - ☐ Parking fees

Administrative expenses

- ☐ Association dues
- ☐ Professional dues and fees
- ☐ License expenses
- ☐ Business phone (cellular or landline)
- ☐ MLS fees

Continuing Education

- ☐ Continuing education expenses
- ☐ Travel expenses for conferences and education

Employee Pay (If you have employees)

- ☐ W-2 wages
- ☐ Employee benefits – fringe benefits, insurance, etc.

Office Expenses

- ☐ Home office
 - ☐ Square footage of office space
 - ☐ Total square footage of home
 - ☐ Mortgage interest or rent paid
 - ☐ Homeowner's or renters' insurance
 - ☐ Utilities
 - ☐ Cost of home, cost of separate improvements and first date of business use
- ☐ Commercial Office Space
 - ☐ Energy efficient improvement costs (through June 30, 2026)
 - ☐ Rent or mortgage payments
 - ☐ Depreciation information

Continued on next page →

Tasks that should be completed

Make sure you've completed all related tax issues such as:

- ☐ File Forms 1099-NEC and Form 1096
- ☐ File Forms W-2 and Form W-3
- ☐ File federal and state payroll returns (Form 940, 941)
- ☐ File any required Form 1099-S

Other items

Also bring in any other tax-related documents 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