bookkeepz

EFFICIENCY. CLARITY. GROWTH.

# Small Business Tax Prep Checklist

Use this checklist to gather everything your bookkeeper or tax preparer needs before filing season. Check off each item as you collect it — organized books mean fewer surprises and faster filing.

## Income Documents

**Prior year tax return**
Your most recently filed federal and state returns

**W-2s**
Wage and salary statements from all employers

**1099-NEC / 1099-MISC**
Freelance, contractor, or other non-employee income

**1099-INT / 1099-DIV**
Interest and dividend income from banks and investments

**1099-B**
Stock sales, crypto transactions, and brokerage statements

**1099-R**
Retirement distributions (IRA, 401k, pension)

**1099-G**
Unemployment compensation or state tax refunds

**1099-SSA**
Social Security benefit statements

**1099-K**
Payment card and third-party network transactions

**K-1s**
Partnership, S-Corp, or trust income (Schedule K-1)

**Rental income records**
Rent collected, 1099s from property management

## Business Records

**Profit & Loss statement**
Year-to-date or full-year from QuickBooks or your accounting software

**Balance Sheet**
As of December 31 of the tax year

**Bank statements**
All business bank accounts for the full year

**Credit card statements**
All business credit cards for the full year

**Loan documents**
Any new loans, refinances, or PPP documentation

**Depreciation schedules**
Fixed asset lists and prior year depreciation

**Vehicle mileage log**
Business miles driven with dates and purpose

**Home office measurements**
Square footage of office and total home (if applicable)

## Payroll & Contractors

**Payroll reports**
Annual payroll summary from Gusto, ADP, or payroll provider

**W-2s issued to employees**
Copies of all W-2s your business issued

**1099s issued to contractors**
Copies of all 1099-NEC forms issued

**Quarterly payroll returns**
Form 941 or 944 filings

## Deductions & Credits

**Health insurance premiums**
Self-employed health insurance, marketplace 1095-A

**Retirement contributions**
SEP IRA, SIMPLE IRA, Solo 401k contribution records

**Estimated tax payments**
Federal and state quarterly payment amounts and dates

**Charitable donations**
Receipts for cash and non-cash contributions

**Education expenses**
Form 1098-T, tuition statements

**Childcare expenses**
Provider name, address, EIN, and amounts paid

**Mortgage interest**
Form 1098 from your lender

**Property tax records**
Annual property tax statements

**Sales tax records**
If applicable, sales tax collected and remitted

## Entity-Specific Items

**S-Corp: Officer compensation**
Reasonable salary documentation and payroll records

**S-Corp: Shareholder basis**
Stock and loan basis worksheets from prior year

### Partnership: Capital accounts
Beginning and ending capital account balances per partner

### Partnership: Partnership agreement
Current executed agreement with allocation provisions

### All entities: Prior year return
Complete copy including all schedules and K-1s

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**Need help getting organized?**

**Book a free 30-minute consult**