Business Tax Return Document Checklist

Please upload the following documents to your tax preparer to ensure accurate and timely preparation of your business tax return.

Business Information

- Legal business name and address
- Employer Identification Number (EIN)
- Business start date
- Ownership percentages (if applicable)
- Prior-year business tax return (if available)

Income Documentation

- Gross receipts or sales summary
- Forms 1099-NEC or 1099-K received
- Bank statements (if no formal bookkeeping)
- Payment processor reports (Square, Stripe, PayPal, etc.)

Expense Documentation

- Profit & Loss statement (preferred)
- Categorized expense reports or spreadsheets
- Receipts for major purchases
- Office, advertising, utilities, insurance, and professional fees
- Vehicle expenses (mileage logs or actual expenses)
- Meals and travel records

Assets & Equipment

- Invoices for equipment, furniture, or machinery
- Purchase dates and costs
- Lease agreements (if applicable)

Payroll & Contractors (If Applicable)

- Payroll reports
- Forms W-2 and W-3
- Forms 941 and state payroll filings
- Forms 1099-NEC issued to contractors
- Proof of payroll tax payments

Tax Payments

- Estimated tax payment records
- State and local tax payment confirmations

Business-Specific Information

- Schedule C: Home office details (square footage and expenses)
- Partnerships: Partner contributions and distributions
- S-Corporations: Officer compensation and shareholder distributions
- C-Corporations: Retained earnings and dividends paid

Other Important Documents

- Business loan statements (interest paid)
- Sales tax reports
- Business insurance statements
- IRS or state tax notices (if received)

Note: If you do not maintain formal bookkeeping records, providing bank statements and receipts is usually sufficient for your preparer to reconstruct your financials.