

Small-Business Tax & Bookkeeping Checklist

A practical starting list. Not every item applies to every taxpayer or business.

Business details

- Prior-year business tax returns, if applicable
- Business legal name, EIN and entity type
- List of owners and ownership percentages, if applicable
- Business addresses and states where you operate

Financial records

- Year-end profit and loss statement and balance sheet
- Bank and credit card statements for all business accounts
- Merchant processor statements and payment platform reports
- Sales and expense records, including cash activity
- Inventory counts and cost information, if applicable
- Fixed asset purchases, disposals, and loan statements

Payments & filings

- Payroll summaries and applicable payroll tax filings
- Contractor payment details and Forms W-9, if applicable
- Estimated federal and state tax payments
- Sales and use tax filings and other applicable state reports

Getting organized

- Identify personal expenses in business accounts
- Reconcile accounts and investigate uncleared items
- List any outstanding bookkeeping questions
- Upload records securely and discuss missing items before filing

This checklist is general information, not an exhaustive document request or individualized tax advice. Please use a secure portal to transmit sensitive records.