



Tax season document checklist

A complete small-business record-gathering workbook and preparer handoff

Use this to organize your business records. Keep original documents secure. This is not tax, legal or accounting advice.

Your intake cover

Tax year: _____ Business: _____ Entity type (ask preparer): _____

Contact: _____ Preparer: _____ Deadline: _____

This is an organizing guide, not a claim that every item applies. Confirm your preparer's list and use their secure document portal.

How to use

Mark each item Received, N/A or Missing. Record where it lives. Gather source records; do not fill gaps with estimates without telling the preparer.

- ☐ Prior-year federal and state business returns, if available
- ☐ Names, legal entity details, business address and ownership changes
- ☐ Bookkeeping reports and bank/card statements for tax year and year-end
- ☐ Preparers' questionnaires and requested authorization forms

Income: sales and collections

- ☐ Invoices, sales ledger and cash–receipt log
- ☐ Point–of–sale and online shop gross sales reports
- ☐ Merchant processor statements, payouts, fees, refunds and chargebacks
- ☐ Forms 1099–K, 1099–NEC, 1099–MISC and other income forms received if applicable
- ☐ Interest, grants, insurance proceeds, asset sales or unusual receipts for review
- ☐ Accounts receivable list at year–end, if tracked
- ☐ Reconcile deposits and gross income; explain unmatched amounts

Source	Books amount	Statement amount	Difference / explanation

Expenses: operating records

- ☐ Purchases, inventory and cost-of-goods schedules, if relevant
- ☐ Advertising, web hosting, software and subscriptions
- ☐ Rent, utilities, internet and telephone records
- ☐ Office supplies, postage, repair and maintenance invoices
- ☐ Professional services, insurance and licenses
- ☐ Travel, meals and events with business purpose noted
- ☐ Business credit-card statements and receipts
- ☐ Flag personal or mixed-use charges for discussion, not automatic inclusion

Category	Book total	Source location	Open questions

People, owners and outside parties

- ☐ Payroll register, year-end summaries and employer filing copies if applicable
- ☐ Employee benefits and employer contributions if applicable
- ☐ Contractor records, year-end payment summary and forms filed, if applicable
- ☐ Owner contributions, draws and distributions separately reported
- ☐ Partner or shareholder changes and agreements for preparer review
- ☐ Payments to related parties flagged for review

Party / issue	Records available	Missing / requested

Assets, debt and accounts

- ☐ Equipment/vehicle purchase or disposal invoices and dates
- ☐ Prior depreciation or fixed asset schedule, if available
- ☐ Loan statements showing principal and interest separately
- ☐ Business mileage logs with purpose, date and distance, if applicable
- ☐ Home-office records if relevant, for preparer discussion
- ☐ All account statements, including accounts closed in the year
- ☐ Year-end bank and card reconciliation reports

Account / asset	Document	Year / period	Status

Special changes and final review

- ☐ New locations, states of operation, business activities or entity changes
- ☐ Estimated payments and notices received from agencies
- ☐ Prior-year carryforward notes if supplied by prior preparer
- ☐ Open bookkeeping adjustments and items needing professional review
- ☐ Confirm supporting files are secure, legible and labeled
- ☐ Record date sent and confirm the preparer acknowledged receipt

Missing-items tracker

Item / period	Owner	Requested	Received	Next step

Preparer questions and signoff

Question / issue	Preparer response	Action / date

Records sent on: _____ Secure method: _____ Receipt confirmed: ☐ Yes ☐ No

Prepared by: _____ Date: _____