



Business tax prep organizer

A preparer-ready staging system with checks, trackers and secure handoff

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

Cover and scope

Business: _____ Tax year: _____ Preparer: _____

Entity and filing requirements are for your preparer to determine. Organize records and list differences; do not guess a tax position.

Folder structure

Folder	Contents	Status
01 Identity	Business details, prior returns, changes	
02 Income	Sales, invoices, 1099s, processor reports	
03 Expenses	Ledger, receipts, bills and payments	
04 Accounts	Statements and year-end reconciliations	
05 People	Payroll and contractor records if applicable	
06 Assets	Equipment, debt and vehicle records if applicable	
07 Questions	Missing items, differences and preparer replies	

Income cross-check

Compare sales summaries, book totals, deposits and income forms. A difference is a question, not a number to hide.

Source	Books	Source record	Difference / note

Expense support map

Link book categories to receipts and statement evidence. Separate unsupported or mixed-use transactions.

Category	Book total	Evidence folder	Open issue

Accounts and year-end

Reconcile every bank and card account, including closed accounts. List year-end outstanding items and unexplained differences.

Account	Statement end	Books end	Difference	Follow-up

People, assets and changes

List payroll, contractors, new equipment, vehicles, loans, locations, owner changes and notices that apply. Do not attach sensitive records to an unapproved chat.

Topic / item	Relevant date	Record location	Question for preparer

Worked source check

Example: sales platform shows \$12,000 gross, \$500 refunds and \$350 fees; payout is \$11,150. Your book ledger shows \$11,150 as sales. This may net processor activity incorrectly. Show gross and component records to the bookkeeper/preparer rather than assuming the payout equals revenue.

Do not use this example to decide accounting method or reporting amounts.

Source	Book amount	Document amount	Question

Missing items and handoff

Item / period	Owner	Requested	Received	Next step

Secure upload method: _____ Sent: _____ Receipt confirmed: ☐ Yes ☐ No

Preparer Q&A

Question	Preparer response	Action / owner