



Small-Business Tax Preparation Checklist

PERSONAL AND SMALL-BUSINESS RECORDS:

1. Personal Records for self, spouse, dependents, or business owners
 - Full Legal Names
 - SSN's
 - Address,
 - Percent ownership
 - Ownership acquisition date & Distribution Details
2. Last Year's Federal and State Tax Returns
 - Personal returns
 - Small-business returns
3. Current Financial Statements and Bookkeeping Records for Business
 - This includes journal entries, profit and loss statements, balance sheets, etc.
4. Income Records
 - You need all 1099 forms plus W-2s from your spouse (if applicable).
5. Estimated Tax Payments
 - Gather all paperwork related to tax payments made during year, including state, federal, property, etc.
6. General Ledger
 - Your ledger should list out contents of every expense category you plan to deduct from your small-business tax return.

***Do not send your business receipts to your Tax Professional unless Bookkeeping Services are needed as additional rates apply.

Smith Tax & Books Services

Bookkeeping Clean-up – Basic Service \$250-\$500

Organize & categorize individual receipts, invoices & business statement to generate Annual Bank Deposit Analysis & Annual Profit & Loss Statement.

Bookkeeping Clean-up – Full Service (Quote)

Full financial evaluation of your business's financial health, with every transaction to be reconciled and compared against business statements and accounts. Get a clear picture of where your money is being spent with accurate and current books and 3 Financial reports. (Profit & Loss Statement; Balance Sheet & Cashflow Statement)

Free DIY- Bookkeeping Instructions available upon request.