

### Small Business Tax Preparation Checklist

*If you are NOT using an accounting software/package (i.e. you summarize your bills paid and cash collected)*

- 1- Do you have all your check stubs and credit card purchases used during the year summarized?
  - a. Business expenses/vendor payables
  - b. Checks written by year end (i.e. December 31)
  - c. Credit card statements been reviewed for all BUSINESS CHARGES posted by year end (i.e. December 31).
  - d. Classify loan repayments as a separately stated item
- 2- Have you summarized all of your cash receipts for the year?
  - a. All customer payments (i.e. your bank deposits) made by year end (i.e. December 31).
  - b. All loan proceeds during the year.
- 3- Have you reconciled your check book to the last statement of the year?
  - a. Balance per books + outstanding checks – deposits in transit = bank balance
  - b. Provide business bank statement at year end
- 4- Do you know what monies are owed to you and what you owe at year end?
- 5- Have you counted your inventory at year end?
- 6- Do you need to file yearend 1099's?
  - a. Your business tax return now asks this question!
- 7- Have you filed yearend payroll reports?
  - a. W2's/941/940, etc.
- 8- Please provide year end loan account yearend statements?
  - a. Bank loans
  - b. Credit cards
- 9- Calculated your pension for the current year?
  - a. What pension?
- 10- How many business miles did you drive during the year (only applicable if using personal automobile) for:
  - a. Business (note commuting to your office doesn't count as business miles!)
  - b. Other personal
- 11- Have you read/returned engagement letter sent to you?

Now that your yearend is over, you will finally see what your business has done all year. Interested in knowing this *during* the year, on a "live" basis? [Contact us](#) to help you **Move Your Company Forward!**

**This is not an all inclusive checklist, rather a snap shot of what your information is needed for us to prepare your business tax return.**