PITTMAN
Legal & Tax Advisors

Business Tax Preparation Checklist

Check the applicable boxes below and return this checklist with your client material.

General Entity Information for new clients:

- ☐ Articles of Incorporation, Certificate of Incorporation and By-Laws.
- ☐ SS-4 from the IRS detailing employer identification number.
- ☐ IRS Form 2553 S Election.
- ☐ BT-1 – sales and withholding tax account information.
- ☐ Report to Determine Status filed with Indiana Department of Workforce Development.
- ☐ Current mailing address, phone number and email address.

Payroll & 1099s:

- ☐ W-3.
- ☐ W-2s for each employee.
- ☐ 940.
- ☐ UC-1 and UC-5 for all 4 quarters, paperwork and payment detail, Indiana Department of Workforce Development.
- ☐ 1099s prepared by client.

Income:

- ☐ Schedules and reports detailing total sales/income.
- ☐ All 1099s.
- ☐ ST-103 Sales/Food & Beverage taxes filed with Indiana Department of Revenue.

Deductions:

- ☐ Interest expense for all loans and business credit cards.
- ☐ Detail of all business and operating expenses.
- ☐ Employee benefit: insurance premiums for owners and employees.
- ☐ Health Savings Account contributions.
- ☐ Detail of company retirement plans.
- ☐ Acquisition of new assets (Date of purchase, description of asset and amount paid).
- ☐ Dispositions & Trade-in (Date of sale, description of asset and amount received).
- ☐ Mileage log detailing (make and model of vehicle, business, commuter and personal miles).
- ☐ Ending inventory.

Other:

- ☐ Bank statements for all business account.
- ☐ Credit Card statements for all business credit cards.
- ☐ Check register or general ledger.
- ☐ Profit and Loss statements.
- ☐ Balance Sheet.
- ☐ Year Ending balances for all loans and business credit cards.
- ☐ Detail of Distributions to owners.
- ☐ Loans to and from the company by owners.
- ☐ Ending cash balance for all bank accounts.
- ☐ Accounts Payable and Accounts receivable detail.
- ☐ Last year’s tax return if not prepared by us.