



Business Tax Preparation Checklist

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 or UC-5A 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.

Email/Upload Tax Material: We encourage clients to email or upload tax documents to us securely. Contact a team member if you need the secure link.
Drop Off Tax Material to Madison Ave.: If you are unable to email or upload your tax documents, you may drop off your materials at this location only.