

## Business Tax Preparation Checklist

We encourage clients to upload tax documents to us securely.  
Contact a team member if you need the secure link.

### 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.
- PTET tax payments made by the company (need confirmation of check written and date mailed).
- Last year's tax return if not prepared by us.

*Please understand that if incorrect information is provided, this could delay your return being processed and/or result in you receiving a tax notice. Any tax notice caused by an error or omission from our team will be handled swiftly and at no cost to the client. All other responses to notices are outside the scope of our original work and subject to our hourly rates.*