



# Tax Return Checklist | BUSINESSES

## BUSINESS INCOME

- QuickBooks File - if applicable
- Profit and Loss Statement
- Sales and Use Tax Returns
- 1099-INT
- 1099-K Payment Card and Third Party Network Transactions

## COST OF GOODS SOLD

- Summary of Materials Purchased
- Payroll Summary (W-3/W-2)
- Contractor Expenses (Form 1096/1099-NEC)

## DEDUCTIONS

- Cash Balances (Bank Accounts)
- Account Receivables
- List of Vehicles  
(Milage, Date of Purchase and Purchase Price)
- Property, Plant and Equipment  
(Date Purchased and Purchase Price)
- Beginning and Ending Inventory
- Notate Any Sales, Trade In Disposition of Equipment

## TAX PAYMENTS

- Payments Made (federal and state)
- Pass Through Entity Tax Payments

## EXPENSES

- Detailed Summary of All Expenses  
(QuickBooks Summary)
- Mileage Log and Trip Sheets for Each Vehicle
- New Equipment Purchases (With Receipts)
- Detailed Summary of Other Business Expenses

## Equity

- Capital Account Summary
- Notation of Any Capital Contributions or Distributions

## LIABILITIES

- List of All Liability Balances (Including new this year)
- Equipment
- Bank
- SBA/EIDL (Economic Injury Disaster Loan)
- Other

## MISC.

- December Statements for all Bank Accounts and Loans
- Health Insurance Paid
- Retirement Plans/ Contributions
- Routing and Account Number for All Business Bank Accounts