



## Small Business End of Year Document Checklist

Documents you may need to prepare your tax return. Check all that apply.

<input type="checkbox"/>	All 1099's received for non-employee compensation, ex. 1099-MISC, 1099-K.
<input type="checkbox"/>	Payroll documents from payroll provider or bookkeeper.
<input type="checkbox"/>	Bank and credit card statements.
<input type="checkbox"/>	Totaled income and expenses by category for the; the profit & loss statement is helpful. Meal deductions should be broken down by 50% for meals with clients or 100% for meals while traveling for work. Also, meals for employee meetings are 100% deductible.
<input type="checkbox"/>	Miles driven or actual auto expenses based on percentage the vehicle is used for business. You can deduct one or the other, not both.
<input type="checkbox"/>	Asset purchase details including receipts, date, and what type of asset. Assets are generally those that cost more than \$500 and will last more than one year. Also include details of any asset sales.
<input type="checkbox"/>	Past depreciation schedules if you're using a new tax preparer.
<input type="checkbox"/>	For home office deductions, you will need the square footage of your home and office, total of all utilities paid and any other expenses such as maintenance and repairs for the office. You may benefit from the simplified option instead which your tax preparer can help determine.
<input type="checkbox"/>	A list of expenses paid for by your personal account.
<input type="checkbox"/>	Estimated tax payments for federal and state, dates paid and amounts.
<input type="checkbox"/>	Health insurance premiums incurred due to self-employment.
<input type="checkbox"/>	Beginning and ending inventory for the tax year.
<input type="checkbox"/>	Tax notices received from the IRS or state taxing authorities.
<input type="checkbox"/>	Copy of last year's tax return if not prepared by your current tax preparer.

What you may also need to do:

<input type="checkbox"/>	Make sure to issue the appropriate 1099s by January 31 for independent contractors whom you paid over \$600 and file form 1096 by February 28. W-2 and W-3 forms must be sent by January 31.
<input type="checkbox"/>	Schedule a pre-tax call with your tax preparer to make sure you have everything you need to prepare your return.
<input type="checkbox"/>	Request an extension if necessary

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