Business Tax Return Checklist

A practical year-end checklist for sole proprietors, partnerships, S corporations, C corporations, and LLCs.

Sage the Sloth
Slow Down. Plan Smart. Save More.

Business profile

Legal business name	
EIN	
Entity type	
Tax year end	
Business address	
Owners/partners/shareholders and ownership percentages	

Financial records

- [ ] Year-end profit and loss statement
- [ ] Year-end balance sheet
- [ ] Year-end trial balance and general ledger
- [ ] Bank and credit card statements for year end
- [ ] Accounts receivable and accounts payable detail
- [ ] Inventory balances and valuation method, if applicable
- [ ] Loan, line-of-credit, and financing statements
- [ ] Book-to-tax reconciliation or accountant workpapers, if available

Payroll and owner activity

- [ ] Quarterly payroll returns and year-end Forms W-2/W-3
- [ ] Forms 1099/1096 issued to contractors or vendors
- [ ] Officer compensation and shareholder/partner distributions
- [ ] Owner contributions, draws, and loans to/from the business
- [ ] Health insurance and retirement contributions for owners/employees

Assets and special transactions

- [ ] Fixed asset purchases and disposals with dates and costs
- [ ] Vehicle purchases, sales, and business mileage records
- [ ] Lease agreements for equipment or real property
- [ ] Business acquisitions, sales, ownership changes, or entity restructuring
- [ ] Legal settlements, debt forgiveness, grants, or unusual income/expense items

Federal, state, and local compliance

- [ ] Prior-year federal, state, and local returns
- [ ] Estimated tax and extension payment confirmations
- [ ] Sales and use tax filings by state
- [ ] Payroll and unemployment account information
- [ ] Tax notices, penalties, balances due, or unresolved correspondence
- [ ] List of states where the business had employees, inventory, property, contractors, or customers

Important: This resource is a general preparation tool and is not legal or tax advice. Additional information may be required based on your facts, filing status, entity type, states, localities, or tax notices.

Please do not email Social Security numbers, bank account information, or other sensitive documents. Use the firm's secure document portal when available.