**Small Business Tax Preparation Checklist**

*If using an accounting software/package (i.e. Quickbooks, Xero, etc.)*

1- Have you finished entering all of your transactions for the year?
   a. Sales/customer invoices
   b. Cash receipts
   c. Expenses/vendor payables
   d. Cash disbursements
   e. Loans – new borrowings posted and corresponding asset

2- Have you reconciled your bank accounts to the last statement of the year?
   a. Balance per books + outstanding checks – deposits in transit = bank balance

3- Have you reviewed your aged accounts receivable and payables at year end?
   a. Adjust for any write offs as needed

4- Have you adjusted your inventory per year end count?
   a. Corresponding adjustment is either an increase or decrease to materials/purchases on your income statement.

5- Have you filed your yearend 1099's?
   a. Your business tax return now asks this question; if not, start now!

6- Have you reconciled your loan accounts to yearend statements?
   a. Bank loans
   b. Credit cards

7- Have you filed yearend payroll reports?
   a. W2's/941/940, etc.

8- Calculated your pension for the current year?
   a. What pension?

9- Are you are using a cloud based accounting software?
   a. Share your information with us directly and/or
   b. Notify us your yearend information is ready for tax preparation

10- How many business miles did you drive during the year (only applicable if using personal automobile) for:
   a. Business (note commuting to your office doesn't count as business miles!)
   b. Other personal

11- Have you read/returned engagement letter sent to you?

Contact us to help you ***Move Your Company Forward***!

**This is not an all inclusive checklist, rather a snap shot of what your information is needed for us to prepare your business tax return.**