

Allied Accounting Services, Inc. 2020 Business Tax Preparation Checklist

Please bring all items with you to your appointment

Due Date: Partnership - March 15; Fiscal year end: 15th day after 3rd month
S-Corporation - March 15; Fiscal year end: 15th day after 3rd month
C-Corporation - April 15; Fiscal year end: 15th day after 4th month; June 30 year end: Sept 15

Email Address: _____

- _____ Nw Companies: Corporation formation documents
- _____ Copy of business financial statements and general ledger accounts with depreciation schedules
- _____ Copies of business bank statements for all months of the year
- _____ Copies of business credit card statements for all months of the year
- _____ Copies of all payroll tax forms such as 941,940 and Unemployment with Form W-3
- _____ Copies of all state sales tax forms or listing of sales tax collected
- _____ 1099-MISC forms filed on behalf of the business for contract labor, etc.
- _____ 1099-MISC and 10999-NEC for income received
- _____ 1099-K for credit card transactions
- _____ Log of gross receipts or sales for the year
- _____ Physical inventory count at cost as of the year end date
- _____ Invoices or receipts of equipment, furniture, etc purchased for the business that lists the date, description and amount
- _____ Listing of equipment, furniture, etc sold or disposed of including date and amount received
- _____ Personal property tax statement, if any
- _____ Vehicle log and receipts for expenses (log must include dates, locations and miles)
Expenses include insurance, gas, maintenance, repairs, lease payments, license plates, etc.
- _____ Lender business loan statements with year end balances and interest paid for the year
- _____ Advertising costs
- _____ Banking and merchant fees
- _____ Amount paid for employee benefit programs
- _____ Company contributions to pension, retirement or profit sharing plans
- _____ Health, business and property insurance
- _____ Attorney, payroll service, professional service and accounting fees
- _____ Office rent cost
- _____ Office expenses and supplies including postage
- _____ Building and equipment rent or lease payments
- _____ Repair and maintenance costs
- _____ Supply and material purchases
- _____ Payroll tax, state and local tax, real estate tax, excise tax and license fees paid
- _____ Freight and shipping costs
- _____ Software and security system costs
- _____ Education, convention and seminar costs
- _____ Moving expenses
- _____ Travel expenses including hotel, meals, airfare and car rental
- _____ Meal expenses. *The cost of a meal is excluded if the meal was included with the ticket price of an entertainment function such as going to a baseball or basketball game. The meal must have its own receipt to be eligible to be a business expense. Entertainment and membership dues expenses are no longer eligible to be deducted as business expenses.*
- _____ Utilities, internet, telephone and cell phone costs
- _____ Charitable contributions
- _____ Business losses due to theft, fraud and natural disasters