

Tax Preparation Checklist

1

Update Bookkeeping Year-Round	<input type="checkbox"/> Track income and expenses	NOTES Use the QuickBooks Online platform & work with a Pro Advisor.
	<input type="checkbox"/> Manage cash flow	
	<input type="checkbox"/> Troubleshoot issues	

2

Gather Your Documents Early	<input type="checkbox"/> Business Essentials <ul style="list-style-type: none"> • Taxpayer Identification Number • Personal information • Previous year's tax return & statements 	NOTES Make sure you know which business tax return you must prepare. Check if you've missed any tax credits and deductions on previous returns.
	<input type="checkbox"/> Income & Expenses <ul style="list-style-type: none"> • All tax forms • Income & expense records • Cash receipts • Credit card & bank statements 	
	<input type="checkbox"/> Assets & Operations <ul style="list-style-type: none"> • Asset purchase information • Depreciation schedules • Loan documents • Interest statements • Payroll data • Year-end inventory 	

3

Tax Deductions	<input type="checkbox"/> Workspace & Operations <ul style="list-style-type: none"> • Self-Rental • Home Office • Advertising & Marketing 	NOTES Keep good records by properly categorizing and filing receipts for all your expenses, including cash expenses.
	<input type="checkbox"/> Travel & Transportation <ul style="list-style-type: none"> • Standard Mileage • Parking fees & tolls • Cancellation & rescheduling fees 	
	<input type="checkbox"/> Technology & Professional Development <ul style="list-style-type: none"> • Credit card convenience fees • education & training • business-related cell phone usage 	
	<input type="checkbox"/> Special Deductions <ul style="list-style-type: none"> • Qualified Business Income & memberships • Startup & Organizational costs • Self-employed health insurance premiums 	



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Tax Credits	<input type="checkbox"/> R&D Tax Credit	NOTES The available tax credits vary for each business. Make sure to research or discuss with your tax preparer.
	<input type="checkbox"/> Clean Energy Tax Credit	
	<input type="checkbox"/> Work Opportunity Tax Credit	

5

Create a Tax Calendar	<input type="checkbox"/> March 15, 2026: Partnerships, S Corps, and multi-member LLCs	NOTES The tax filing dates differ depending on your business structure.
	<input type="checkbox"/> April 15, 2026: Single-member LLCs, C Corps, and sole proprietors	

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Determine Which Extension Form	<input type="checkbox"/> Form 7004: S Corps, corporations, multi-member LLCs, and partnerships	NOTES Filing an extension gives you more time to file accurately, but taxes owed are still due by the original deadline.
	<input type="checkbox"/> Form 4868: Sole proprietor, single-member LLCs	

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Meet with an Advisor	<input type="checkbox"/> Schedule year-round meetings	NOTES Consider hiring an accountant to file your return, help you avoid mistakes, and grow your business.
	<input type="checkbox"/> Identify tax-saving opportunities throughout the year	

Simplify your tax preparation.

