

BUSINESS TAX RETURNS - 2024 CHECKLIST

(Please complete, sign and return this checklist with your tax information. Thank You!)

This list is **not** inclusive and some items may not apply. It is to assist you in gathering your information for our office to prepare your business tax return OR your Schedule C but must be signed and returned to this office. Backup documentation for all deductions will be required in the event of an audit.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Address change?
<input type="checkbox"/>	<input type="checkbox"/>	Check register (if provided in the past)
		Year end statements from the following:
<input type="checkbox"/>	<input type="checkbox"/>	Checking accounts
<input type="checkbox"/>	<input type="checkbox"/>	Savings accounts: include interest earned for year
<input type="checkbox"/>	<input type="checkbox"/>	Loan accounts: include year end balance and interest paid for year
<input type="checkbox"/>	<input type="checkbox"/>	Credit card accounts including year end balances, interest paid, and NAME on account
<input type="checkbox"/>	<input type="checkbox"/>	FOREIGN bank accounts (do you have any?)
<input type="checkbox"/>	<input type="checkbox"/>	Purchase papers on any vehicles, equipment, trailers, etc. purchased during the year (need dates!)
<input type="checkbox"/>	<input type="checkbox"/>	Purchase / Sale paperwork for any rental or investment properties
<input type="checkbox"/>	<input type="checkbox"/>	List of expenses not reimbursed by business (paid personally)
<input type="checkbox"/>	<input type="checkbox"/>	Mileage (if applicable) IRS requires a mileage log be kept.
<input type="checkbox"/>	<input type="checkbox"/>	If providing totals for expenses, need the 12/31/2024 ending checkbook balance
<input type="checkbox"/>	<input type="checkbox"/>	If providing totals for expenses, travel and travel meals must be separated.
		Entertainment is no longer deductible such as golf outing, sporting events or tickets, etc.
		Business meals are still deductible. IRS requires a log of who, what, where, and when.
<input type="checkbox"/>	<input type="checkbox"/>	PAYROLL reports (quarterly reports and W2s) (ADP, Paychex, etc)
<input type="checkbox"/>	<input type="checkbox"/>	Sales tax paid during 2024, including amt to be pd in Jan 2025 for Dec 2024
<input type="checkbox"/>	<input type="checkbox"/>	Were payments made that required 1099(s) to be filed?
<input type="checkbox"/>	<input type="checkbox"/>	If yes to above, were 1099s actually filed.
<input type="checkbox"/>	<input type="checkbox"/>	1099-NEC or 1099-MISC forms that you have received (include for Schedule C)
<input type="checkbox"/>	<input type="checkbox"/>	Any business out of state? (i.e. payroll, own property, sales? If so, please send details regarding state(s), income, expenses, property value, etc.

QuickBooks or Quicken:

Please provide the following reports as of 12/31/2024 (cash basis):

- Balance Sheet standard
- Balance Sheet detail on following categories: equipment, vehicles, computers, shareholder distributions
- Profit and Loss standard
- Profit and Loss detail on all expense categories

Owner Signature

Company Name

Date