

BUSINESS TAX RETURNS - 2025 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"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Check register (if provided in the past)
<input type="checkbox"/>	<input type="checkbox"/>	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 12/31/2025 ending checkbook balance
<input type="checkbox"/>	<input type="checkbox"/>	If providing totals for expenses, travel and travel meals must be separated.
<input type="checkbox"/>	<input type="checkbox"/>	Entertainment is no longer deductible such as golf outing, sporting events or tickets, etc.
<input type="checkbox"/>	<input type="checkbox"/>	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 2025, including amt to be pd in Jan 2026 for Dec 2025
<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 12/31/2025 (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

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Owner Signature

Company Name

Date