WHAT TO BRING TO YOUR BUSINESS TAX APPOINTMENT

Business Tax Checklist

LEGACY CPA

BASIC PERSONAL INFORMATION

- Name, Address, SSN
- If you have an EIN (Employer Identification Number) or a Tax ID Number (TIN), bring that along with the legal name of your business.

PREVIOUS TAX RETURNS

New clients should at the very least, bring last year's tax return, but bringing the past 2-3 years is even better. This helps us get a better idea of your business and deductions.

BUSINESS FINANCIAL REPORTS

These reports are easy to pull from your accounting software such as QuickBooks.
- Profit & Loss
- Balance Sheet

ASSET INFORMATION

Bring information such as receipts or documents on any assets that you have bought, sold, or depreciated in the last year. Some accounting software programs have reports that can help you gather this information.

PAYROLL

Bring copies of employee W-2, W-3s, and 1099s, health insurance amounts, & anything related to bonuses.

BUSINESS LOAN INFORMATION

Bring records of loan payments and accrued interest.

EXPENSE RECORDS

In order to help you take advantage of the correct deductions it's helpful for you to bring in:
- Receipts
- Bills
- Bank Statements
- Credit card Statements
- Mortgage Interest & Property Tax Info

Records for Specific Deductions including:

Home Office Deduction– square footage of home & office space, mortgage/rent amounts, insurance & utilities, and amounts of any repairs to the home office space

Mileage Log– keeping a mileage log throughout the year to track business related travel and vehicle expenses is necessary so bring that along with any receipts related to car expenses

Travel- business travel, meals, and entertainment expenses can all be possible deductions but can also be a red flag to the IRS so bring receipts and any travel itineraries

Charitable Donations- bring statements or receipts related to your charitable donation

BUSINESS FILING DEADLINE

Keep in mind that your entity type will determine the deadline for filing your business taxes and the forms that will be necessary. Most of the time, except in the case of sole proprietor or single member LLC's, your business taxes need to be completed or at least in the works before your personal taxes can be prepared as you can see by the table below.

Entity	Tax Form	Tax Deadline
Sole Proprietor / Single Member LLCs	Schedule C	April 15
Partnerships / Multi-member LLCs	Form 1065 & Schedule K-1	March 15
Corporations / LLCs taxed as Corporations	Form 1120	March 15*
S-Corps	Form 1120S & Schedule K-1	March 15
Nonprofit	Form 990	May 15