

Small Business Tax Preparation Checklist

Streamline your tax preparation process by providing these **fully reviewed documents** to your CPA or tax advisor.

- Trial Balance Report
- Balance Sheet
- Bank Statements
- Bank Reconciliation Statements
- All Transaction Activity
- Schedule of Purchased Fixed Assets
- Schedule of Disposed Fixed Assets
- Loan Documentation
- Payroll Tax Returns
- Sales Tax Returns
- Accounts Recievable Aging Reports
- Accounts Payable Aging Reports
- Lease Agreements and Schedule
- Owner and Partner Distributions
- 1099 Contractor Information
- Vehicle Information
- Explanations of Unusual or Exceptional Information
- Questions & Concerns for Your CPA or Tax Preparer

Find CPAs or tax experts to get your books and tax plan into ideal shape — well ahead of tax time.

OPTIMIZE TAX SEASON