

Tax Season Document Checklist

What to have ready before you (or your accountant) start your return.

Income

- ☐ All 1099s and W-2s received
- ☐ Total sales/revenue report from your bookkeeping software
- ☐ Records of any other business income

Expenses

- ☐ Categorized expense report for the year
- ☐ Receipts for purchases over \$75
- ☐ Mileage log if you deduct vehicle use
- ☐ Home office measurements if you claim that deduction

Payroll & Contractors

- ☐ Payroll tax filings (941s, state forms)
- ☐ 1099-NEC forms sent to contractors paid \$600+

Prior Year & Admin

- ☐ Last year's tax return for reference
- ☐ Estimated tax payments made this year
- ☐ EIN and business formation documents on hand