



# PAGANO & ASSOCIATES

ACCOUNTANTS AND ADVISORS

## Business Tax Return Checklist - 2025

### NEW CLIENTS PLEASE PROVIDE US WITH YOUR FORMATION DOCUMENTS

#### General Business Information:

- ☐ Form 1065 Partnership/Multi-Member LLC    ☐ Form 1120-S S-Corp    ☐ Form 990 Non-Profit
- ☐ Form 1120 C-Corporation    ☐ Sole Proprietorship or Single Member LLC (Schedule C)

Business/Entity Name: \_\_\_\_\_ EIN: \_\_\_\_\_ Address: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_ Primary Contact Email: \_\_\_\_\_

Partner/Shareholder Name & SSN #1: \_\_\_\_\_

Partner/Shareholder Name & SSN #2: \_\_\_\_\_

Partner/Shareholder Name & SSN #3: \_\_\_\_\_

#### Income:

- |  |   |
|--|---|
| <input type="checkbox"/> Gross Receipts                              | <input type="checkbox"/> Returns and Allowances                             |
| <input type="checkbox"/> Sales records (for accrual based taxpayers) | <input type="checkbox"/> Business checking/savings interest <b>1099-INT</b> |
| <input type="checkbox"/> Inventory (if applicable)                   | <input type="checkbox"/> Other income                                       |

#### Expenses:

- ☐ Advertising
- ☐ Transportation and travel expenses
- \_\_\_ Local transportation:
- Business trip (mileage) log
  - Contemporaneous log or receipts for public transportation, parking, and tolls
- \_\_\_ Travel away from home:
- Airfare or mileage/actual expense if drove
  - Hotel
  - Meals, tips
  - Taxi, tips
  - Internet connection (hotel, internet café etc.)
  - Other
- ☐ Commissions paid to subcontractors
- \_\_\_ File form **1099-MISC** and **1096** as necessary
- \_\_\_ Need name, address, and tax identification number of each
- ☐ Depreciation
- \_\_\_ Cost and acquisition date of assets
- \_\_\_ Sales price and disposition date of any assets sold

### Expenses (cont.):

- ☐ Fringe benefits
  - Employer-paid pension/profit sharing contributions
  - Employer-paid **HSA** contributions
  - Employer-paid health insurance premiums
  - Cost of other fringe benefits
- ☐ Business insurance
  - Casualty loss insurance
  - Errors and omissions
  - Other
- ☐ Interest expense
  - Mortgage interest on building owned by business
  - Business loan interest
- ☐ Legal fees
- ☐ Office supplies
  - Pens, paper, staples, etc.
  - Other consumables
- ☐ Rent expense
  - Office space rent
  - Business-use vehicle lease expense
  - Other
- ☐ Office-in-home
  - Square footage of office space (hours of use for daycare business, only square footage is required for the new standard office-in-home deduction)
  - Total square footage of home (not applicable for daycare business)
  - Mortgage interest or rent paid
  - Utilities
- ☐ Wages paid to employees
  - Form **W-2** and **W-3**
  - Federal and state payroll returns (**Form 940**, etc.)
- ☐ Other expenses
  - Repairs, maintenance of office facility, etc.
  - Other business-related expenses
  - Cell phone
  - Internet