



## 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:

Gross Receipts

Returns and Allowances

Sales records (for accrual based taxpayers)

Business checking/savings interest **1099-INT**

Inventory (if applicable)

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