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SMALL BUSINESS TAX ORGANIZER

BUSINESS	TAX YEAR	ENTITY TYPE (LLC/PARTNERSHIP/S CORP/C CORP)	EIN	PREPARER

FINANCIAL RECORDS

- ❑ Profit and loss statement for the year
- ❑ Balance sheet at year end
- ❑ General ledger or bookkeeping file (QuickBooks, Xero, spreadsheet)
- ❑ Bank and credit card statements, reconciled
- ❑ Loan statements: balances and interest paid
- ❑ Fixed asset list: purchases, disposals, dates, cost
- ❑ Inventory count at year end (if applicable)
- ❑ Accounts receivable and payable at year end (accrual)

PAYROLL AND CONTRACTORS

- ❑ W-2s and W-3 filed (due Jan 31)
- ❑ Forms 941 (quarterly) and 940 (annual) filed
- ❑ State unemployment and withholding returns
- ❑ 1099-NECs issued and 1096 (due Jan 31)
- ❑ W-9s on file for all contractors
- ❑ Owner salary (S corp) and distributions summary
- ❑ Health insurance paid for owners / employees
- ❑ Retirement plan contributions (SEP, SIMPLE, 401k)

OWNERS AND ENTITY

- ❑ Owner names, SSNs, addresses, ownership %
- ❑ Capital contributions and distributions by owner
- ❑ Changes in ownership during the year
- ❑ Operating agreement / bylaws changes
- ❑ State annual report and franchise tax filed
- ❑ Sales tax returns filed; resale certificates on file
- ❑ Prior-year return and depreciation schedules
- ❑ Estimated payments made (entity and owners)

OTHER

- ❑ Vehicle logs for business vehicles
- ❑ Home office (if claimed by owner)
- ❑ Charitable contributions by the business
- ❑ Legal settlements, insurance claims received
- ❑ Grants, credits (R&D, WOTC, energy) documentation
- ❑ Foreign accounts or owners (FBAR, 5472)
- ❑ Section 179 / bonus depreciation elections
- ❑ Questions for the preparer

Deadline calendar (standard dates; weekends and holidays shift to next business day)

Deadline	Applies?	Done	Date filed / paid, notes
Jan 15: Q4 estimated tax (prior year)	❑	❑	
Jan 31: W-2, W-3, 1099-NEC, 940, Q4 941	❑	❑	
Mar 15: Form 1065 (partnership), 1120-S (S corp), or extension	❑	❑	
Apr 15: Form 1040, 1120 (C corp), Q1 estimate, or extension	❑	❑	
Jun 15: Q2 estimated tax	❑	❑	
Sep 15: Q3 estimate; extended 1065 / 1120-S due	❑	❑	
Oct 15: extended 1040 / 1120 due	❑	❑	
State: annual report / franchise tax	❑	❑	
Other (sales tax, local licences)	❑	❑	