



Tax Preparation Checklist for Small Business

BY ACCOUNTABLE CFO
FINANCIAL SERVICES
DESIGNED TO HELP YOU
BUILD A BETTER BUSINESS

Personal Information

- ❑ Your Social Security Number or Tax ID Number
- ❑ Your Spouse's full name and social security or tax ID number
- ❑ Dependent Information
- ❑ Dates of birth, social security numbers or Tax ID
- ❑ Childcare records including the provider's tax ID number or SSN
- ❑ Income of other adults in your home
- ❑ Form 8332 showing the child's custodial parent releasing their right to claim a child to you.

Sources of Income

- ❑ Employed W-2s
- ❑ Unemployed, State tax refund (1099-G) if applicable
- ❑ Self-Employed or Single Member LLC
- ❑ Form 1099, Schedules K-1, Income records to verify amounts not reported on 1099s
- ❑ Records of all expenses (credit cards statements, receipts, bank statements)
- ❑ Business Asset information
- ❑ Record of estimated payments made (form 1040-ES)
- ❑ Office Home Information, if Applicable
- ❑ Office equipment
- ❑ Depreciation Schedules

Retirement and Rental Income

Rental Income

- ❑ Records of income and expenses
- ❑ Rental asset information (cost, date placed in service, for depreciation)
- ❑ Record of estimated tax payments (Form 1040-ES)

Retirement Income

- ❑ Pension/IRA/Annuity Income (1099-R)
- ❑ Traditional IRA basis (i.e. amounts you contributed to the IRA that were already taxed).
- ❑ Social Security/RRB Income (1099-SSA, RRB-1099)

Savings, Investment or Dividends

- ❑ Interest, dividend income (1099-INT, 1099-OID, 1099-Div)
- ❑ Income from sales of stock or property (1099-B, 1099-S)
- ❑ Dates of acquisition and records of your cost or other basis in property you sold.
- ❑ Health Savings Account and long-term care reimbursements (1099-SA or 1099-LTC)
- ❑ Expenses related to your investments
- ❑ Record of estimated tax payments (form 1040-ES)
- ❑ Transactions involving Crypto Currency (if applicable)

Other Income or Losses

- ❑ Gambling income (W-2G or records showing income, as well as expense records)
- ❑ Jury Duty Records
- ❑ Hobby Income and Expenses
- ❑ Prizes, awards and grants
- ❑ Trusts
- ❑ Royalty Income
- ❑ Record of alimony paid/received with ex-spouse's name and SSN

Learn About Accountable CFO

We want to help you achieve your success. To do this we'll use all our knowledge, tricks and secrets and use it to see your business flourish.

- Just starting a business and need some help getting your finances in order?
- Need help on pricing your products and services?
- Need to get your finances straightened out so you can apply for financing?
- Growing so fast you're not sure how to scale and still pay yourself?

It's important to be aware of ways to save and avoid paying more in taxes than you must. At Accountable CFO we strive everyday to give our clients not only advice in taxes and savings but how to

At Accountable CFO, LLC we're guided by a shared belief that it's always worth looking for a better way. That financial surprises are rarely welcomed. That relationships matter. And that for a small business to scale in an environment of relentless competition and constant change, having a strong financial foundation can be the difference between success and failure.

As a firm dedicated exclusively to support small businesses, our customized financial services are designed to help you grow, reach your goals, and plan for the future.

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