



# SBS Accounting & Advisors

TRANSFORMING SMALL BUSINESS

## Business Tax Preparation Checklist\*

- ☐ Year-end financial statements or copy of your accounting file (preferred). If you are using QuickBooks Online, please send an accountant invite to [JBill@sbsaccountants.com](mailto:JBill@sbsaccountants.com). If you are using QuickBooks Desktop, please upload a backup copy of your file to our portal.
- ☐ Copies of W-2s/1099s sent to employees/contractors (if not prepared by us).
- ☐ Copies of 941s (for all 4 quarters).
- ☐ Health insurance amounts paid; differentiate personal or business payment.
- ☐ Status of SBA Disaster Loan repayment.
- ☐ Loan history for existing SBA-backed loans (pre-February 2020).
- ☐ New assets purchased (bill of sale, or proof of date, amount paid and description of items)<sup>1</sup>.
- ☐ Sale or purchase of real estate (provide closing documents on purchase, sale and any improvements made)<sup>1</sup>.
- ☐ Home office and mileage documentation/receipts<sup>1</sup>.
- ☐ Other amounts paid for business expenses<sup>1</sup>
- ☐ HSA contributions made (or to be made).
- ☐ Retirement plan contributions made (or to be made).
- ☐ Amount of any contributions of personal funds to the business<sup>1</sup>.
- ☐ Business items donated to charity<sup>1</sup>.
- ☐ Bank statements for all bank accounts for final month of tax year.
- ☐ Balance on all business loans and credit cards as of year-end, plus interest and fees paid (year-end statement preferred).
- ☐ Inventory cost balance as of year-end, if applicable<sup>1</sup>.
- ☐ Signed engagement letter sent to you by us. Note: we cannot begin working on your return until this is signed.
- ☐ Completed short-form organizer. A link to this form will be sent to you after signing your engagement letter. Note that this form must also be completed before we can begin work on your return. If you have a separate business return from your personal return, this form only needs to be completed once.

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*\*This list is not exhaustive. We may request additional documents after we begin preparation of your return. All documents should be uploaded to our portal at <https://sbspremier.clientportal.com/> If you need help logging in, please email us below.*

*<sup>1</sup>Disregard if properly recorded in the financial statements or accounting file you are providing to us*