



Harmon Financial
& Tax Services, LLC

Small Business Tax Preparation Checklist

Business Information

- ☐ Full name, EIN of business
- ☐ Current address, phone #
- ☐ Names, addresses, phone #s, SSNs of owners
- ☐ Business registration type (Sole Proprietorship, LLC, Partnership, S-Corp, Corporation)
- ☐ Primary business activity or type of product sold
- ☐ Copy of last year's federal and state tax returns (unless prepared here)

Income Information

- ☐ Profit & Loss statement, Balance Sheet if available
- ☐ All income for the business, including cash, credit cards, and other direct payments
- ☐ Any 1099-MISC / 1099-NEC forms received
- ☐ Interest income (Form 1099-INT, 1099-OID)
- ☐ PPP/EIDL loan amounts received, forgiveness documents

Expense Information

- ☐ Cost of products sold
- ☐ Advertising expense
- ☐ Vehicle year and make used for business, mileage for business, total mileage put on vehicle
- ☐ Commissions paid
- ☐ Contract labor paid, copy of 1099-NECs issued
- ☐ Equipment purchased
- ☐ Insurance expense
- ☐ Interest expense (mortgage, business loans, credit cards used for business)
- ☐ Legal and professional fees (ex: LLC fees, tax preparation fees)
- ☐ Office expenses
- ☐ Retirement plan contributions (IRA, SEP, SIMPLE)
- ☐ Rent expense
- ☐ Leased equipment expenses
- ☐ Supplies expense
- ☐ Taxes and licensing fees (ex: sales tax, excise tax, continuing education)
- ☐ Travel expenses (ex: rental car, airfare, tolls, parking, hotel)
- ☐ Meal expenses (ex: client meetings, overnight travel)
- ☐ For daycares, number of breakfasts, lunches, dinners, snacks served
- ☐ Utilities, cell phone, internet expenses
- ☐ Wage expense, copy of W2s issued
- ☐ Business use of home information (sq. footage office, sq. footage total house, mortgage interest/rent, real estate taxes, homeowner's insurance, utilities-electric, gas, water, trash, security; for daycares, # of hours open per day & days open per year)