NEW BUSINESS TAX CLIENT – REQUIRED DOCUMENTS

Please bring the following documents.

Business Information

☐ Legal business name & DBA

☐ EIN number

☐ Business address & phone

☐ Ownership structure

☐ Ownership percentages & partner/shareholder info

☐ Prior year federal & state business tax returns

☐ Articles of incorporation/organization (if new)

Financial Statements

☐ Profit & Loss Statement

☐ Balance Sheet

☐ General Ledger

☐ Trial Balance (if available)

☐ Bookkeeping records (QuickBooks, Wave, Excel, etc.)

Income Documentation

☐ Sales reports

☐ 1099-K, 1099-MISC, 1099-NEC received

☐ Business bank statements

☐ Loan documents & interest statements

☐ Rental income (if applicable)

Expense Documentation

☐ Receipts for business expenses

☐ Mileage logs or vehicle usage records

☐ Asset purchases

☐ Depreciation schedules

☐ Payroll reports

☐ Independent contractor payments

☐ Insurance statements

☐ Inventory totals & purchase summaries

☐ Office expenses, utilities, supplies

Business-Specific Items (If Applicable)

☐ Home office expenses breakdown

☐ Inventory valuation

☐ Merchant statements (Square, Stripe, PayPal, etc.)

☐ Business licenses or permits

☐ State & local sales tax filings

☐ Estimated tax payments made

Additional Documents

☐ IRS or state tax notices

☐ Contracts or major financial agreements

☐ Any large or unusual transactions (explanations)