



TAX AUDIT SUPPORT CHECKLIST

Please bring the following documents.

Identification & Authorization

- Government-issued ID
- SSN or EIN
- Signed IRS Form 2848 or state POA
- Updated contact information

Audit Notice & Correspondence

- Audit letter or notice
- Supporting pages, schedules, attachments
- Envelopes (mailing date)
- Previous notices
- Deadlines listed
- Notes from calls
- Auditor contact info

Tax Returns Being Audited

- Copies of the return(s) under audit
- Federal and state returns for the same years
- Amended returns
- Prior year returns (2-3 years)

Income Documentation

- W-2 forms
- 1099 forms (NEC, MISC, K, INT, DIV, B, R, G)
- K-1 forms
- Personal & business bank statements
- Brokerage statements
- Rental income summaries
- PayPal/Venmo/CashApp reports
- Cash income logs

Expense Documentation



- Receipts
- Bank/credit card statements
- Canceled checks
- Vendor invoices
- Contracts or agreements
- Mileage log (not estimates)
- Home office documentation
- Medical bills
- Childcare receipts
- Charitable contribution receipts
- Education expenses (1098-T, 1098-E)

Business Audit Documents

- P&L
- Balance Sheet
- General Ledger
- Trial Balance
- Business bank statements
- Merchant statements
- Sales tax returns & payment records
- Payroll reports
- Asset purchase receipts
- Depreciation schedules
- Inventory records
- Licenses/permits
- Invoices issued
- Contracts/agreements with clients or vendors

Residency / Domicile Audit Documents

- Lease/mortgage
- Utility bills
- Driver's license / registration state
- Employment records
- Travel logs



- Voter registration
- School records (children)
- Evidence of physical presence
- Moving/relocation documents

Additional Documents

- Asset purchase/sale documents
- Insurance statements
- Divorce decree
- Bankruptcy documents
- Identity theft records
- Correspondence with CPA/bookkeeper
- Large transfer documentation (Zelle, wire, etc.)

Financial Documents

- Last 3–6 months bank statements
- Recent pay stubs
- Monthly expenses
- Loan statements
- Credit card statements
- Proof of assets and debts

Prior Attempts or Communications

- Notes from conversations
- Case/audit ID numbers
- Auditor name/contact info
- Documents previously submitted
- Proposed changes from auditor