



Tax Preparation Document Checklist

Please gather all documents that apply to you. Providing a complete set of records helps ensure accurate and timely filing.



W-2 Employee Checklist

- Valid Photo ID (Driver's License, Passport, State ID)
 - Social Security Number (Your SSN + SSNs for Dependents)
 - W-2 Forms
 - **1099 Forms** (1099-INT, 1099-DIV, 1099-NEC, 1099-K, 1099-MISC, etc.)
 - **1098-T** (Tuition Statement)
 - **1098-E** (Student Loan Interest)
 - **1095-A/B/C** (Health Insurance Marketplace, employer coverage, or private insurance)
 - Childcare Provider Info (Name, Address, EIN/SSN, Amount Paid)
 - Dependents' Birth Certificates (if new)
 - Direct Deposit Info (Routing + Account Number)
 - Retirement Contribution Statements (IRA, 401k, etc.)
 - Property Tax Paid (home or vehicle)
 - Charitable Donation Receipts
 - Bank account interest or investment tax forms
 - Any IRS or state letters received
 - Any other tax documents received in the mail
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Single-Member LLC / Sole Proprietor Checklist

- Valid Photo ID
- Social Security Number
- EIN (if applicable)
- Business Name & Address
- **Income Documents**
 - 1099s (NEC, K, MISC)
 - Sales reports (Square, Stripe, PayPal, Shopify, etc.)
 - Bank statements if needed
- **Expense Records**
 - Categorized expense list

- Receipts for all deductions
 - Mileage log (business miles + vehicle info)
 - Home office expenses (square footage, rent/mortgage, utilities)
 - Cell phone percentage used for business
 - **Financial Statements**
 - Profit & Loss Statement
 - Balance Sheet (if applicable)
 - **Assets Purchased**
 - Equipment, vehicles, computers, etc.
 - Loan documents for business loans
 - **Interest Documents**
 - 1099-INT, 1099-K, 1098 (mortgage if home office applies)
 - Any IRS or state tax notices received
 - Any additional business-related tax documents
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S-Corporation Checklist

- Valid Photo ID
- Social Security Number
- EIN
- Business Name & Business Address
- List of Shareholders + Ownership Percentages
- **Financial Records**
 - Profit & Loss Statement
 - Balance Sheet
 - General Ledger
 - Bank Statements (if needed for verification)
- **Income Documents**
 - 1099s
 - Sales/Revenue reports from payment processors
- **Expense Documentation**
 - Categorized expenses
 - Receipts for deductions
 - Mileage log
 - Home office info
 - Cell phone reimbursement details
- **Payroll Documentation**
 - W-2 for the owner
 - Payroll reports (ADP, Gusto, etc.)
- **Assets Purchased**
 - Equipment, vehicles, major software, improvements

- Depreciation schedules (if prior years exist)
- **Loans & Interest Statements**
 - Loan balances
 - Interest paid (business loans, credit lines)
- **Prior Year Documents**
 - Previous year's tax return (1120-S)
 - Shareholder K-1s
- IRS or state letters
- Any other tax documents received