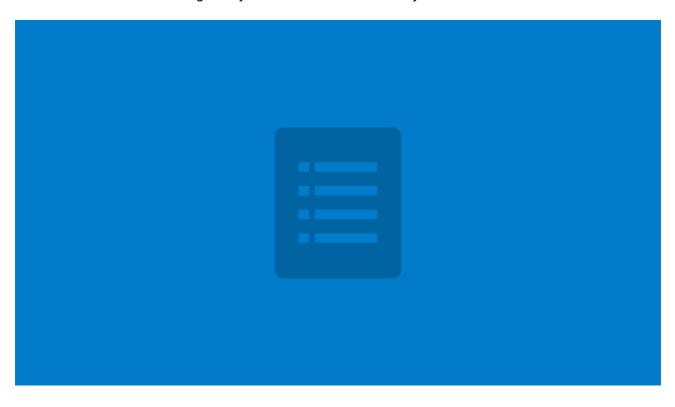
Small Business Tax Preparation Checklist

A free checklist you can copy, save, print or download as a PDF for free. Make your life easier by making sure your small business is ready for tax season.



1. Meet with your bookkeeper.	
2. Update your mileage log.	
3. Gather your bank statements.	
4. Capture all expenses you have paid for out of pocket.	
5. Make sure all personal expenses paid for from your business accounts are	properly recorded.
6. Gather any 1099s you have received, including 1099-Ks from credit card pr	ocessors.
7. Make sure you have issued 1099s as appropriate.	
8. Pull receipts for asset purchases.	
9. Ensure your loan balances match what is on your balance sheet.	
10. Make sure your meals expenses are properly categorized.	
11. Note any changes in ownership.	
12. Schedule a pre-appointment call with your tax preparer.	