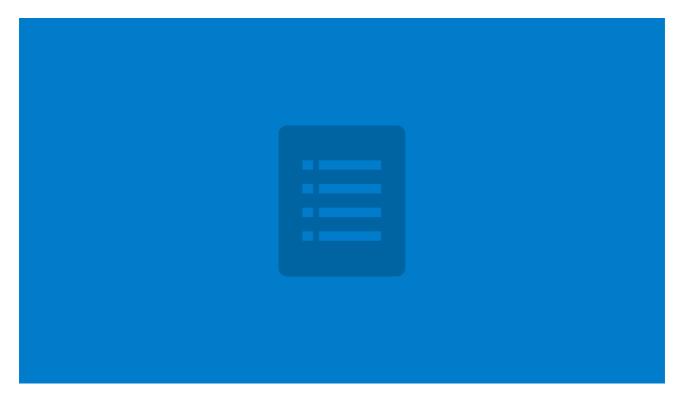
Annual Tax Prep Checklist

Filing small business taxes for the first time? We'll walk you through what taxes you have to pay, how to save for your taxes, and how to pay and file them.



1. Tax Filing Strategy:

Decide if you will hire a tax preparer or file your return yourself

Research tax preparers

Interview tax preparers

2. Close Out Bookkeeping:

Categorize all transactions

Address questions and fix mistakes

Reconcile all bank and credit card accounts

3. Review Your Reports

Run a profit and LOSS Standard and look for errors

Run a Profit and Loss Statement Detail and review all transaction categories

Run a finalized Profit and Loss and save for your tax preparer

4. Mileage and Car Expenses:

	Log total business mileage for the year
	Log total mileage for the year
	Total auto expenses:
	Repairs and maintenance
	Gas
	Insurance
	Lease payments
5.	Home Office Expenses:
	Measure home Office square footage
	Measure total home square footage
\square	Measure total home square footage Total home expenses:
	Total home expenses:
	Total home expenses: Rent or mortgage

Repairs and maintenance

6. Home Internet and Cell Phone:

Log cell phone payments and business percentage

Log home internet payments and business percentage

7. Organization:

- Make folder for tax-related mail
- Open all tax-related mail

] Make a folder on your Computer called '20" Taxes' for digital tax docs

Make a folder in your email program called '20" Taxes' for tax communication Make and Share Free Checklists checkli.com