

BUSINESS TAX CHECKLIST

No	DOCUMENTS NEEDED	
1	Prior return	
2	Profit & Loss	
3	Balance Sheet	
4	Bank statements	
5	Credit card statements	
6	Merchant processor reports	
7	Payroll reports	
8	Asset purchase/sale records	
9	Loan documents	
10	Mileage logs	
11	Depreciation schedules	
12	1099s issued and received	
13	Accounting files	
14	State reports	
15	Sales tax filings	
***	Optional: inventory, distributions, SAFE notes, W-9s	

Clearly Tax