



SMALL BUSINESS TAX CHECKLIST

This complete tax checklist will aid you in your document gathering. We have updated the form with the latest IRS and State tax filing requirements.

Prevent Underreporting and IRS Letters:

In our efforts to ensure a smooth and accurate tax filing process, we highly recommend downloading the Business Tax Transcript directly from the IRS website. This checklist serves as a comprehensive guide to understanding all the sources that reported income to the IRS on your behalf.

Key Benefits:

1. **Complete and Accurate Reporting:** The IRS receives information from various sources about your income, including employers, financial institutions, and other entities. By downloading the Wage Tax Checklist, you'll have a detailed overview of all these sources, helping you avoid underreporting.
2. **Reduce IRS Inquiries:** Accurate reporting significantly reduces the chances of receiving letters or inquiries from the IRS. Providing complete information ensures that your tax return aligns with the records already on file, minimizing the likelihood of discrepancies.
3. **Streamlined Filing Process:** Having a clear understanding of all income sources streamlines the tax preparation process. It helps you gather the necessary documents and information, making the filing process more efficient and less prone to errors.

How to Use the IRS Business Tax Transcript:

1. **Download from the IRS:** Visit the official IRS website to download your Wage Tax Transcript.
2. **Cross-Check Income Sources:** Review the checklist against your own records, including W-2s, 1099s, and other relevant documents.
3. **Ensure Accuracy:** Use the checklist to verify that all reported income aligns with your records, reducing the risk of discrepancies.

Uploading Documents to SecureFile Pro Client Portal:

After completing the checklist, streamline the document submission process by uploading all necessary documents to our SecureFile Pro client portal.

1. **Secure Document Transfer:** Ensure the security of your sensitive information by utilizing our SecureFile Pro client portal.
2. **Efficient Processing:** Documents uploaded to the portal will be processed promptly, reducing the turnaround time for your tax preparation.
3. **Virtual Contact Form:** If you are busy, complete the Virtual Contact form on the appointment tab on our website. A member of our firm will create your account on the secure virtual document transfer system.

Your Proactive Approach:

By proactively using the Wage Tax Transcript and uploading documents to the SecureFile Pro client portal, you play a crucial role in ensuring accurate reporting and reducing the likelihood of receiving IRS letters. It's a valuable tool to empower you with knowledge about the income sources reported to the IRS, leading to a smoother and more compliant tax filing experience.



SMALL BUSINESS TAX CHECKLIST

Do you have your own business P&L? If so, skip part A&B

Part A

INCOME

Completed

- | | |
|---|-------|
| 1. Gross receipts from sales or services | _____ |
| 2. Sales records (for accrual-based taxpayers) | _____ |
| 3. Inventory (if applicable) | _____ |
| • Beginning inventory | |
| • Inventory purchases | |
| • Ending inventory | |
| • Items removed for personal purposes | |
| 4. Returns and allowances | _____ |
| 5. Business checking/savings account interest (1099-INT or statement) | _____ |
| 6. Other income | _____ |

Note: Go to Part C to determine all the possible business income sources before you calculate

Part B

Note from the Accountant: In the event of an audit, it is the responsibility of the business owner to substantiate all income and expenses filed on the tax return. I encourage you provide copies of receipts of major purchases during the filing process. An explanation with a copy of the receipt can be efiled with the return to prevent letters if the IRS deem your business expense unreasonable for your industry type. NO accounting professional can promise your return won't be audited but it is in my experience that when you provide information in advance it shows good faith to federal and state governments. Fields Accounting Firm, Inc guarantee accurate filed tax return based on all the information provide with this checklist.



SMALL BUSINESS TAX CHECKLIST

EXPENSES

Completed

1. Advertising

2. Transportation and travel expenses

- Local Transportation

- Business trip (mileage) log

- o Contemporaneous log or receipts for public transportation, parking, and tolls

- Travel away from home

- o Airfare or mileage/actual expense if drove

- o Hotel

- o Meals, trips

- o Taxi, tips o Internet connection (hotel, Internet café, etc.)

- o Other

3. Commissions paid to subcontractors

- File Form 1099-MISC and 1096 as necessary

Receipts for all major purchase is required for tax purposes.

EXPENSE

Completed

4. Depreciation

- Cost and acquisition date of assets

- Sales price and disposition date of any assets sold

5. Fringe Benefits

- Employer-paid pension/profit sharing contributions

- Employer paid HAS contributions

- Employer-paid health insurance premiums

- Cost of other fringe benefits

6. Business Insurance

- Casualty loss insurance

- Errors and omissions

- Other

7. Interest Expense

8. Legal fees



SMALL BUSINESS TAX CHECKLIST

Completed

9. Office Supplies

- Pens, paper, staples, etc.
- Other consumables

10. Rent expense

- Office space rent
- Business-use vehicle lease expense
- Other

11. Office-in-home

- Square footage of office space (hours of use for daycare business, only square footage is required for the new standard office-in-home deduction)
- Total square footage of home (not applicable for daycare business)
- Mortgage interest or rent paid
- Utilities

12. Wages paid to employees

- Form W-2 and W-3
- Federal and state payroll returns (Form 940, etc.)

13. Other expenses

- Repairs, maintenance of office facility, etc. | Other business-related expenses

14. Health Insurance (1099 A,B &C)

SEP IRA 2022 Contribution_____

NOTE FROM ACCOUNTANT: Your tax appointment is not the time to balance your business accounting. Consultations are available. After completing the checklist, you can schedule an In-person or Virtual Zoom appointment. Busy? Complete the Virtual Contact form on the appointment tab on the website and a member of the firm will create you an account on our secure virtual document transfer system.



SMALL BUSINESS TAX CHECKLIST

Part C

Everything in Part C is reported to Federal and State Governments. Although you included business income in your P&L, the tax documents must be present on the tax return to avoid received IRS letters for underreporting. To see what was reported in your personal or business name, download the tax transcripts from your IRS accounts.

Include, If applicable

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> W2 | <input type="checkbox"/> 1099-K |
| <input type="checkbox"/> 1099-B | Square |
| <input type="checkbox"/> 1099-DIV | PayPal |
| <input type="checkbox"/> 1099-R | Venmo |
| <input type="checkbox"/> 1099-INT | Clover |
| <input type="checkbox"/> 1099-G | <input type="checkbox"/> Retirement contributions |
| <input type="checkbox"/> 1099-NEC | <input type="checkbox"/> 1099-NEC |
| <input type="checkbox"/> 1099-SSA | <input type="checkbox"/> 1099-SSA |
| <input type="checkbox"/> 1099-A | <input type="checkbox"/> Partnership K-1 |
| <input type="checkbox"/> 1099-C | <input type="checkbox"/> Scorp K-1 |

Be sure to download the Personal tax Checklist if your personal tax return will also be filed with Fields Accounting Firm, Inc.

Business Information

Name: _____

Ein: _____

Owner(s) Name: _____

Entity Type: ___LLC ___S Corp ___ Partnership ___ Non-Profit___ Multi-Member
LLC

ID Type (1 attach copy) ___DL ___ State-Issued ID ___Passport

If filing a personal return, Download the Individual Checklist on the website,
appointment tab.



BUSINESS P&L

INCOME

Operating Income

Credits and Refunds

Total INCOME

EXPENSES

Operating Expenses

Accounting and Legal

Advertising

Car & Truck

Contractors

Dues and Subscriptions

Insurance

Loan Interest and Payments

Maintenance and Repairs

Office Supplies

Payroll Expenses

Postage

Rent

Salaries and Wages

Taxes and Licenses

Telephone

Travel

Utilities

Web Hosting and Domains

Other

Total Expenses

NET INCOME

**subtract income from expenses*



BUSINESS P&L

Business Deductions

*Receipts and or Statement is needed to claim

*No receipts needed for QuickBooks P&L

- Accounting
- Advertising
- Automobile and Truck Expense
- Bad Debts
- Cash Short/over
- Cell Phone
- Clean Fuel Vehicle Deductions
- Commissions
- Computer
- Consulting
- Credit and Collection costs
- Delivery
- Depletion (do not deduct oil and gas depletion)
- Depreciation
- Discounts
- Dues and Subscriptions
- Education and Training
- Employee benefits programs
- Entertainment
- Equipment Rental/Lease
- Freight
- Gifts
- Independent Contractor
- Insurance
 - o General
 - o Building and Equipment
 - o Liability
 - o Workers' Compensation
 - o Other Insurance
- Interest Expense
- Internet
- Janitorial
- Laundry and Cleaning
- Legal and Professional
- Marketing
- Meals 50% limits
- Meals 80% Limit
- Meetings
- Miscellaneous
- Office Expense
- Officer Compensation
- Outside Services and contractors
- Parking Fees and Tolls
- Payroll Processing Expenses
- Pension, profit-sharing and other plans
- Permits and Fees
- Postage/Shipping
- Printing
- Recruiting
- Rents
- Repairs and Maintenance
- Salaries and Wages
- Sales
- Security
- Software
- Supplies
- Taxes and Licenses
- Telephone
- Tools
- Travel
- Uniforms
- Utilities
- Waste Removal
- Other Deductions (Itemize)

[illegible]