



Tax season checklist for small businesses

Collect your business records

- Personal information and Social Security Number (SSN)
- Employer Identification Number (EIN)
- Last year's tax returns
- Bank information
- Banking and credit cards statements
- Expenses, receipts, and invoices
- Employee and contractor information
- Payroll statements

Update your books

- Income Statement
- Balance Sheet
- Cash flow statement

Identify your small business tax deductions

Fill in the paperwork

Get a second opinion

Need more information? Go to our blog to get all the specifics and get prepared for tax season.