

Tax Season Checklist

A practical guide for small business owners

Use this checklist to walk into tax season prepared. Bring what applies to your business to your first consultation.

Your books

- Bookkeeping up to date through December (all bank and card accounts reconciled)
- Receipts and invoices organized - digital copies are fine
- List of major equipment or vehicle purchases during the year

People you paid

- W-2 payroll filings complete (W-2s, W-3, quarterly 941s, DE-9/DE-9C for California)
- 1099-NEC issued to every unincorporated contractor paid \$600 or more
- Contractor W-9s collected before payment

Money movement

- Estimated tax payments recorded (federal and CA FTB)
- Owner draws and contributions clearly separated from expenses
- Business and personal spending fully separated

Before you file

- Prior year return available for reference
- Any IRS or FTB notices received during the year
- Questions list - a short consultation now is cheaper than an amendment later

Deadlines change. Confirm current IRS and FTB dates before relying on any calendar.