

Business Filing Checklist

For Partnership (Form 1065) and S-Corporation (Form 1120-S) returns.

Entity Information

- ☐ EIN confirmation letter (IRS Form CP 575, if this is your first year with us)
- ☐ Formation documents (Articles of Incorporation/Organization, operating agreement)
- ☐ Last year's business tax return, if not prepared by us
- ☐ Current ownership percentages for each partner/shareholder

Financial Records

- ☐ Profit & loss statement (income statement) for the full year
- ☐ Balance sheet as of year-end
- ☐ Bank and credit card statements for all business accounts, full year
- ☐ General ledger or bookkeeping export (QuickBooks, Xero, etc.), if available

Payroll (if applicable)

- ☐ Payroll reports for the year, plus copies of Forms 941 filed
- ☐ W-2s and W-3 issued to employees
- ☐ Owner/shareholder compensation records (S-corps — this is what your reasonable-compensation figure is based on)

Assets & Contractors

- ☐ Records of any fixed asset purchases or disposals during the year
- ☐ Existing depreciation schedule, if not prepared by us
- ☐ 1099-NEC forms issued to contractors
- ☐ Vehicle mileage log, if claiming vehicle expenses
- ☐ Home office square footage, if applicable

Other

- ☐ Schedule K-1s received from any other partnership or S-corp you have an interest in



Any letters or notices received from the IRS or a state tax agency

Financial statements don't need to be perfectly clean before you send them — your preparer will flag anything that needs a closer look or a bookkeeping correction.

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