

ENTITY TAX RETURN CHECKLIST (S CORP, PARTNERSHIP & MULTI-MEMBER LLC)

Entity Information

- ☐ Business Name
- ☐ DBA (Doing Business As), if applicable
- ☐ EIN
- ☐ Business Address
- ☐ Business Phone Number
- ☐ Business Email
- ☐ Principal Business Activity
- ☐ Date Business Started

Entity Type:

- S Corporation (Form 1120-S)
- Partnership (Form 1065)
- Multi-Member LLC (Form 1065)

Ownership Information

- ☐ Owner/Shareholder/Partner/Member Information
- ☐ Ownership Percentages
- ☐ Contributions Made to the Business
- ☐ Distributions Taken from the Business
- ☐ Owner/Shareholder/Partner Loans
- ☐ Guaranteed Payments (Partnerships/Multi-Member LLCs)
- ☐ Changes in Ownership During the Year

Business Expenses

- ☐ Completed Business Expense Worksheet
- ☐ Accounting Reports (QuickBooks, Xero, etc.)
- ☐ Payroll Reports & Payroll Tax Filings
- ☐ Contractor Payments
- ☐ Other Expense Documentation

Formation & Registration

Documents

- ☐ Formation Documents
- ☐ EIN Confirmation Letter
- ☐ Form 2553 (S Corporation Election), if applicable
- ☐ State Registration, Licenses, and Annual Filings
- ☐ Ownership Information / Changes
- First-Year Return? ☐ Yes ☐ No
- ☐

Income Documents

- ☐ Profit & Loss Statement
- ☐ Balance Sheet
- ☐ Sales Reports
- ☐ Business Bank Statements
- ☐ Business Credit Card Statements
- ☐ Forms 1099 Received
- ☐ Other Business Income
- ☐ Rental Income (if applicable)
- ☐ Interest Income
- ☐ Dividend Income
- ☐ Other Investment Income

Assets Sold or Disposed Of

- ☐ Description of Asset
- ☐ Date Acquired
- ☐ Date Sold
- ☐ Sale Price
- ☐ Trade-In Information

Balance Sheet Information

- ☐ Year-End Bank Account Balances
- ☐ Accounts Receivable
- ☐ Accounts Payable
- ☐ Inventory Balances
- ☐ Business Loan Balances
- ☐ Credit Card Balances
- ☐ Loans, Lines of Credit & Notes Payable
- ☐ Owner/Shareholder Loans

State & Local Tax Information

- ☐ State Franchise Tax Payments
- ☐ State Income Tax Payments
- ☐ Sales Tax Reports
- ☐ Personal Property Tax Returns
- ☐ Local Business Tax Payments

Retirement Plans

- ☐ SEP IRA Contributions
- ☐ SIMPLE IRA Contributions
- ☐ 401(k) Contributions
- ☐ Employer Retirement Contributions

Owner / Shareholder

Activity

- ☐ Contributions Made to the Business
- ☐ Distributions Taken from the Business
- ☐ Loans To/From Owners, Shareholders, or Partners
- ☐ Guaranteed Payments (Partnerships Only)

Additional Information

- ☐ IRS Notices Received
- ☐ State Tax Notices Received
- ☐ Foreign Bank Accounts
- ☐ Foreign Business Interests
- ☐ Foreign Income
- ☐ Business Acquisitions During the Year
- ☐ Business Closures During the Year
- ☐ Legal Settlements or Lawsuits
- ☐ Changes in Accounting Method
- ☐ Changes in Ownership Structure

Important: Please provide all business records, financial statements, tax forms, and supporting documentation, even if you are unsure whether they are needed for the return. Providing complete information helps ensure accurate tax preparation and may identify deductions, credits, or reporting requirements that might otherwise be overlooked.