

Business Tax Preparation Checklist 2026

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Universal Documents (All Business Types)

Income Documentation

- Total gross revenue for the year
- 1099-NEC forms received (contractor income)
- 1099-K forms (Stripe, PayPal, Square, Shopify)
- 1099-MISC forms (royalties, rents, other income)
- Sales records and invoices
- Interest/dividend statements from business accounts

Expense Documentation

- Bank statements (all business accounts, 12 months)
- Credit card statements (business cards, 12 months)
- Receipts for expenses over \$75
- Vendor invoices and bills paid
- Rent/lease agreements and payment records
- Utility bills
- Insurance premium statements
- Professional service invoices (legal, accounting)
- Software and subscription receipts
- Advertising and marketing expenses

Asset Records

- Prior year depreciation schedule
- New asset purchase documentation (date, cost, description)
- Vehicle purchase documents (if applicable)
- Asset sale documentation (date, sale price, original cost)
- Loan documents for financed equipment

General Records

- Prior year tax return (federal and state)
- EIN confirmation letter (SS-4)
- State tax ID numbers
- Entity formation documents (Articles of Organization/Incorporation)
- Any IRS or state correspondence received during the year

Sole Proprietor / Single-Member LLC (Schedule C)

In addition to Universal Documents above:

Home Office (if applicable)

- Total square footage of home
- Square footage of office space
- Home expenses: mortgage interest or rent, utilities, insurance, repairs

Vehicle (if applicable)

- Total miles driven during the year
- Business miles driven (with log or records)
- Vehicle expenses if using actual method: gas, insurance, repairs, registration

Self-Employment

- Health insurance premium statements (for SE health insurance deduction)
- Retirement plan contributions (SEP-IRA, Solo 401k)
- Estimated tax payments made (dates and amounts)

S-Corporation (Form 1120-S)

In addition to Universal Documents above:

Payroll and Compensation

- W-2s for all employees (including officer/shareholders)
- Payroll tax returns (Form 941s, annual Form 940)
- State payroll tax filings
- Reasonable compensation documentation/analysis
- Officer health insurance amounts paid

Shareholder Information

- Shareholder names, addresses, SSNs, ownership percentages
- Shareholder basis worksheets from prior year
- Distributions made to each shareholder (dates and amounts)
- Shareholder loan documentation (promissory notes, interest rates)
- Any changes in ownership during the year

Corporate Records

- Minutes of shareholder/director meetings
- Stock transfer records (if ownership changed)
- Form 2553 (S-Corp election) confirmation

Partnership / Multi-Member LLC (Form 1065)

In addition to Universal Documents above:

Partnership Agreement

- Current operating agreement or partnership agreement
- Any amendments made during the year

- Documentation for special allocations (if applicable)

Partner Information

- Partner names, addresses, SSNs/EINs, ownership percentages
- Partner basis worksheets from prior year
- Capital contributions made during the year
- Distributions made to each partner (dates and amounts)
- Guaranteed payment amounts and recipients
- Partner loan documentation

Capital Accounts

- Beginning capital account balances
- Capital account activity during the year
- Ending capital account reconciliation

C-Corporation (Form 1120)

In addition to Universal Documents above:

Payroll

- W-2s for all employees
- Payroll tax returns (Form 941s, Form 940)
- State payroll tax filings

Corporate Records

- Minutes of shareholder/director meetings
- Stock issuance records
- Dividend payment records (dates, amounts, recipients)
- Officer compensation documentation

Estimated Taxes

- Federal estimated tax payments (Form 1120-W)
- State estimated tax payments

Multi-State Filers

In addition to entity-specific documents above:

- Revenue by state
- Payroll by state
- Property/assets by state
- Prior year state returns for each filing state
- Nexus analysis documentation

Key Deadlines for 2026 (Tax Year 2025)

Entity Type	Original Deadline	Extended Deadline
Partnership (Form 1065)	March 17, 2026	September 15, 2026
S-Corporation (Form 1120-S)	March 17, 2026	September 15, 2026
C-Corporation (Form 1120)	April 15, 2026	October 15, 2026
Sole Proprietor (Schedule C)	April 15, 2026	October 15, 2026
Texas Franchise Tax	May 15, 2026	November 15, 2026

Before You Submit to Your Preparer

- All bank accounts reconciled through December 31
- All 1099s received (follow up on any missing by February 15)
- Questions written down for your preparer
- Prior year return available for reference

Notes

Questions? Contact SDO CPA at info@sdocpa.com or (972) 296-0981

Schedule a consultation: www.sdocpa.com/new

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