Capocore

Business Tax Document Checklist

General Tax Documents – All Entities

Income Records

- ☐ Total Gross Receipts/ Revenue (e.g., invoices, sales records)
- ☐ 1099-K, 1099-NEC, or 1099-MISC forms
- ☐ Other income (interest, dividends, etc.)

Expense Records

- ☐ Business-related receipts (e.g., supplies, rent, utilities)
- ☐ Payroll reports and employee wages
- ☐ Contractor payments and related 1099 forms
- ☐ Vehicle expenses (mileage logs or actual costs)
- ☐ Travel, meals, and entertainment expenses
- ☐ Professional fees (e.g., legal, accounting)

Bank and Financial Statements

- ☐ Business checking, savings, and credit card statements
- ☐ Loan or line of credit documentation (including interest paid)

Asset Records

- ☐ Details of purchased, sold, or disposed assets
- ☐ Depreciation schedules and prior tax depreciation records

Tax Payment Records

- ☐ Estimated tax payments made throughout the year

Employee and Contractor Information

- ☐ W-2s and W-3s for employees
- ☐ 1099-NEC and 1096 forms for contractors

State-Specific Documents

- ☐ Sales tax reports and payments
- ☐ Franchise tax or business privilege tax documentation

Sole Proprietors

- ☐ Schedule C Information (income and expenses)
- ☐ Home office deduction details (square footage, utility bills, etc.)

Partnerships (Form 1065)

- ☐ Partnership Agreement (if applicable)
- ☐ K-1s from other partnerships (if applicable)
- ☐ Partner contributions and distributions

S Corporations (Form 1120-S)

- ☐ Partnership Agreement (if applicable)
- ☐ K-1s from other partnerships (if applicable)
- ☐ Partner contributions and distributions

C Corporations (Form 1120)

- ☐ Corporate bylaws (if updated)
- ☐ Shareholder dividends and records
- ☐ Records of retained earnings

LLCs

- ☐ For single-member LLCs: follow **Sole Proprietor** checklist
- ☐ For multi-member LLCs: follow **Partnership** checklist
- ☐ For LLCs taxed as corporations: follow **C or S Corporation** checklist