

2025 Business Tax Return Preparation Checklist

For any that do not apply to your business, write "N/A" or ignore

- ☐ Federal or state tax correspondence received during the year, including all Forms 1099.
- ☐ Yearly payroll summary, W-2s & W-3, **all Forms 941** (if not prepared by My Tax Man).
- ☐ Provide business and total miles driven on **all** business vehicles
- ☐ Sign and return the enclosed engagement letter (excluding sole-proprietorships).
- ☐ If included, review the enclosed depreciation schedule and cross out any assets that have been disposed, indicating sale price and date.
- ☐ Gross sales breakdown (if **not** 100% to customers at your home location):
 - ☐ Within the City of Portland \$ _____
 - ☐ Within Multnomah County (including Portland) \$ _____
 - ☐ Within the TriMet area (except S-Corps) \$ _____
 - ☐ Does the business have income from outside its home state? Yes ☐ No ☐
- ☐ Changes in ownership, business location, or mailing addresses (**including owners**).
- ☐ Cost of inventory on hand at 12/31/2025 \$ _____
- ☐ **Cash** on hand and checks **not deposited** by 12/31/2025 \$ _____
(not including any funds held in a checking or savings account)
- ☐ Did you own (purchase, accept from customers, etc.) virtual currency through your business in 2025? Yes ☐ No ☐
- ☐ Would you like to consider retirement contributions through your business? Yes ☐ No ☐
- ☐ Indicate how you would like to pay any tax due: Check ☐ Direct withdrawal ☐ Online ☐
- ☐ Indicate how you would like to receive your tax return copies: Digital ☐ Paper ☐ Both ☐

If we **do not** prepare your bookkeeping monthly or quarterly, please provide the following:

- ☐ Copies of your year-end bank reconciliation(s), with statements.
- ☐ Credit card statements for the period ending in January 2026.
- ☐ Loan statements including a December 31st, 2025 balance.
- ☐ Loan agreements for any new bank loans obtained during the year.
- ☐ Payroll tax deposits paid in January 2026 for 2025 \$ _____
- ☐ Accountant's Copy of your QuickBooks file (or Excel file of your general ledger, trial balance, income statement and balance sheet, if you do not use QuickBooks).
- ☐ If you use QuickBooks, which version are you using? _____
If you have a password on your QuickBooks file, provide the administrator password.