



TJP Accounting

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Small Business Tax Prep Checklist

Before You Begin:

- Record all income accordingly (hard copies or software)
- Import all expenses accordingly (hard copies or software)
- [Categorize](#) expenses (e.g. Office Supplies, Rent, Fuel)
- Separate business expenses from personal expenses (Sole Proprietors)

Deductions:

- Record mileage deductions
- [Calculate](#) home office deduction (Not Applicable if taking Simplified Deduction)
- Record travel expenses
- Record meals and entertainment expenses
- Record car and truck expenses
- Record start-up costs
- Record any other [deductions](#)

Reports:

- Balance sheet
- Profit and loss report
- Income report
- Expense report
- Inventory valuation
- Total COGs for the year
- Sale tax summary
- Payroll summary
- Mileage log
- Asset depreciation report (if applicable)

Personal Information:

- Basic personal information
- Basic company information
- Federal tax ID
- Employer identification number (if applicable)
- Social security number