

# Tax Checklist for Sole Proprietors

Use the following checklist to gather the right information for your CPA and help them reduce your business tax bill.

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## 1 Basic information

- Your legal name, SSN/ITIN, and date of birth.
- Your tax return from last year, hard copy or PDF.
- Total amount of quarterly tax payments made this year.
- Bank information (Account and routing numbers).
- Last year's Self-Select PIN (your IRS password).
- Last year's Adjusted Gross Income.

## 2 Government forms

- W-2 Payslips.
- 1095 Forms.
- 1098 Forms.
- 1099 Forms.
- 2439 Notice to shareholder of undistributed long-term capital gains.
- Schedule K-1 Partnerships, S-Corporation, and Estate/Trust income from lower tiered entities.

## 3 Self-Employed business expenses

- Income statement.
- OR Schedule of Business Income and Expenses.

## 4 Deductions

- Home office.
- Travel, mileage records.
- Education.
- Business meals.
- Alimony expenses/income.
- Charitable contributions/donations.
- Child/Dependent care expenses.
- Education expenses.
- Energy efficiency property expenses.
- Foreign earned income and taxes paid.
- Household employee expense.
- Investments.
- Medical expenses.
- Mortgage interest paid.
- Moving expenses.
- Mortgage interest paid.
- Moving expenses.
- Real estate taxes.
- Retirement contributions.
- Vehicle payments and taxes.

Always keep proof and proper documentation for expenses claimed and any forms filed.