



Small Business Tax Prep Checklist

Gather your important documents

- ☐ Federal Tax ID number
- ☐ Social Security number
- ☐ Previous year's tax return
- ☐ Business income taxes
- ☐ Business-related expenses & deductions

Know what business tax forms you need to file

- ☐ **Schedule C:** Return with Form 1040 to report income as a sole proprietor
- ☐ **Schedule K-1:** Use to report income for pass-through entities
- ☐ **1099-INT:** Use to report how much interest you received, any taxes withheld, and if any of your interest earnings are tax-exempt
- ☐ **1099-Misc:** Use to report rental income paid to landlords or gross proceeds paid to attorneys
- ☐ **1099-NEC:** Use to report non-employee compensation
- ☐ **Form 1120:** Use to report income for a C corporation
- ☐ **Form 1120 S:** Use to report income for an S corporation
- ☐ **Form 1065:** Use the information return as an owner of a partnership
- ☐ **Form 720:** Use for reporting excise taxes for your business

