



# BUSINESS TAX DOCUMENT CHECKLIST

TAX YEAR ENDING

## 1 START HERE

Check each item as you upload it. Only send items that apply to your business.

LEGAL BUSINESS NAME

EIN

COMPLETED BY

EMAIL OR PHONE

### Use the secure client portal

Upload tax records, payroll reports, owner information, and this checklist through the portal. Do not email tax documents, bank credentials, or portal passwords.

### Prior-year business return

- ☐ Uploaded the complete prior-year federal, state, and local business returns
- ☐ Already on file with Clear Course
- ☐ First business return - no prior return
- ☐ Will upload the prior-year return separately

## 2 CORE FINANCIAL RECORDS

- ☐ Upload the final year-end profit and loss statement and balance sheet.
- ☐ Upload the adjusted trial balance and general ledger, if available.
- ☐ Include year-end bank and credit-card reconciliations.
- ☐ Include year-end accounts receivable and accounts payable aging reports, if applicable.
- ☐ Include the prior-year tax adjusting entries if they have not been posted to the books.
- ☐ Provide accounting-system access or a backup file if Clear Course does not already have access.



### 3 TAX FORMS, PAYROLL, AND PAYMENTS

- ☐ Upload all Forms 1099 received by the business, including any Form 1099-K.
- ☐ Upload all Schedules K-1 received from partnerships, S corporations, estates, or trusts.
- ☐ Upload the annual payroll summary, Forms W-2 and W-3, and federal and state payroll returns.
- ☐ Upload the Forms 1099 issued to contractors or vendors and the related filing summary.
- ☐ Upload proof of federal, state, and local estimated-tax or extension payments.
- ☐ Upload every IRS, state, or local tax notice received during the year.

### 4 OWNERS AND BUSINESS CHANGES

- ☐ Upload the current owner, partner, or shareholder schedule with ownership percentages and dates owned.
- ☐ Include any new or amended operating agreement, partnership agreement, stock ledger, or capitalization table.
- ☐ Include records for any owner admission, withdrawal, sale, transfer, redemption, or death.
- ☐ Include records for any startup, closure, merger, acquisition, reorganization, dissolution, or tax election.
- ☐ Provide totals for owner contributions, distributions, reimbursements, and loans to or from the business.
- ☐ Upload prior-year shareholder basis, partner capital, and liability schedules, if available.

### 5 ASSETS, VEHICLES, INVENTORY, AND DEBT

- ☐ Provide a list of fixed assets or improvements purchased, sold, traded, abandoned, or removed from service.
- ☐ Upload the prior-year depreciation schedule if it is not already on file.
- ☐ Include vehicle purchase or sale documents and mileage logs or actual-cost records.
- ☐ Provide beginning and ending inventory totals and cost-of-goods-sold support, if applicable.
- ☐ Upload year-end loan statements and new or revised loan or amortization agreements.



## 6 OTHER ACTIVITY - ONLY IF IT APPLIES

- ☐ Upload state or local sales, payroll, property, and apportionment reports for each place the business operated.
- ☐ Provide records for any foreign owner, account, asset, income, vendor payment, or related-party transaction.
- ☐ Upload a complete digital-asset transaction report, including purchases, sales, exchanges, mining, or staking.
- ☐ Provide research, product-development, or software-development cost records.
- ☐ Upload real-estate purchase or sale closing statements and settlement documents.
- ☐ Include records for grants, loan forgiveness, legal settlements, insurance proceeds, casualty losses, or other unusual events.
- ☐ Provide records for transactions with related businesses or family members.

## 7 FINISH YOUR UPLOAD

- ☐ I completed the separate Business Tax Organizer.
- ☐ I uploaded all items that apply, or noted below what will follow.
- ☐ Clear Course maintains our books and already has the year-end accounting records.

### NOTES OR ITEMS THAT WILL BE UPLOADED LATER