



2026-2027

Tax Organizer

 Business Checklist

Tax season is just around the corner.
Now is the perfect time to start planning for it.

New Client Checklist

- ☐ Signed Engagement Letter
- ☐ Copy of Previous Year's Tax Return
- ☐ Copy of incorporation or organization documents from the Secretary of State
- ☐ Federal Employer Identification Number (EIN)
- ☐ Any IRS election documents (eg. S-corporation acceptance letter)

Compliance & Information Returns

- ☐ Confirmation that 1099-NEC forms were issued to subcontractors by 01/31/2026 (if paid \$600 or more)
- ☐ All 1099-K Forms received
- ☐ Any IRS or State tax notices received during the year

Income, Banking & Financial Records

- ☐ 2026 bank statements (if not providing reconciled financial statements)
- ☐ 12/31/2026 Accounts Receivable balance
- ☐ 12/31/2026 physical inventory count with supporting counting sheets

Vehicle & Expense Reporting

- ☐ Mileage log
- ☐ Summary of home office expenses

*This is not a comprehensive list. If you have additional documents that need to be included, please submit them. **We cannot prepare your tax return without a signed Engagement Letter.***

Multi-State Activity

- ☐ Confirmation of whether you derived income or revenue from another state

Assets, Purchases & Capital

- ☐ Receipts for equipment purchases over \$2,500
- ☐ Documentation for clean energy commercial vehicle purchases made before 9/30/2026 (tax credits may apply)
- ☐ Documentation for energy-efficient installation to commercial buildings completed before 12/31/2026 (tax credits may apply)
- ☐ Details of repairs and maintenance (properly categorized)
- ☐ Records of new investments and/or capital contributions to the business
- ☐ Documentation for digital assets (virtual currency, NFTs, virtual real estate, etc.)

Payroll, Benefits & Retirement

- ☐ Year-end payroll forms (if NSO and Company is not your payroll provider)
- ☐ Documentation of health care, retirement, and fringe benefit payments
- ☐ Information on any newly established retirement plan (credits may be available for the first three years)

Corporate Governance

- ☐ Annual corporate minutes (required for Corporations and S-Corporations; not required for LLCs)

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Loans, Leases & Financing

- ☐ Copies of new bank loans or credit lines obtained during the year
- ☐ Copies of new leases signed during the year
- ☐ Loan payoff documentation, if applicable

*If you have any questions regarding any of these documents or what you should submit, feel free to call our office at (317) 588-3131!

Thank You!

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