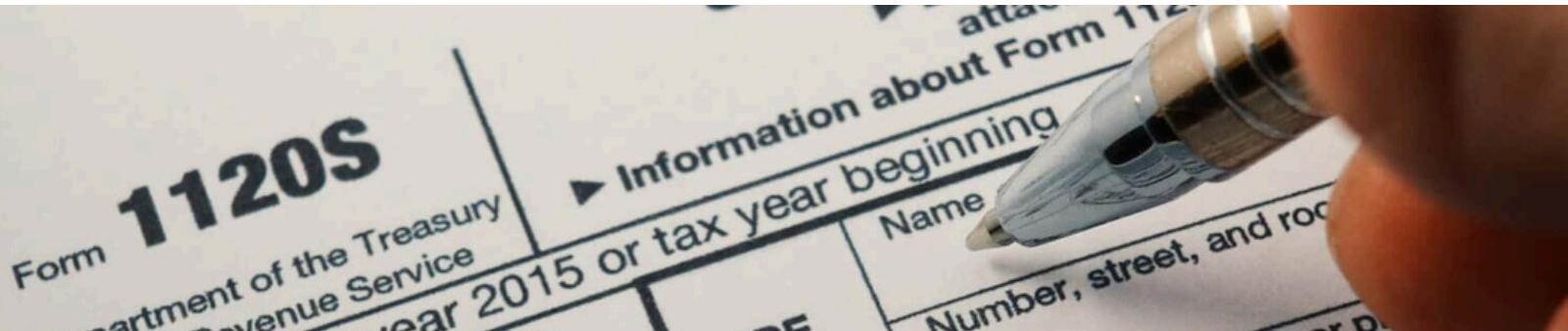


Tax Readiness Checklist

Small Business Owners (LLC, S-Corp, Sole Proprietors)

For business owners with structured
entities or multiple revenue streams



Business & Personal Information

- Business name, EIN (Employer Identification Number)
- Business structure (LLC, S-Corp, C-Corp, Sole Proprietor)
- Full legal name, SSN, or ITIN
- Business and personal addresses
- A copy of last year's business tax return (if available)

Income Documents

- Profit and Loss statement (P&L) for the year
- Balance sheet (if applicable)
- 1099-K (if received payments through Stripe, PayPal, or other processors)
- 1099-NEC forms received for business work
- Rental income, investments, or any other sources of business income

Business Expenses & Deductions

- Payroll records and W-2s/1099s issued to employees or contractors
- Business bank account and credit card statements
- Office rent, utilities, and internet expenses
- Advertising, website costs, and marketing expenses
- Vehicle expenses (mileage log, maintenance, and fuel costs)
- Travel, meals, and entertainment expenses
- Business insurance (liability, health, and workers' compensation)
- Equipment, inventory, and supply purchases
- Legal and professional fees (accountant, lawyer, consultant)
- Home office expenses (if applicable)

Tax Payments & Compliance

- Estimated tax payments made throughout the year (IRS & State)
- Payroll tax records (if applicable)
- Business license and permit renewals
- IRS or state tax agency notices (if applicable)

 Tip: Keep your business and personal finances separate for a smoother tax filing process.

Next Steps:

-  Gather all required documents and financial records.
-  Schedule your tax appointment with Green Lotus Business Solutions.
-  Reach out if you have any questions before your appointment.

 Need help? Call or email us before your appointment, and let's make tax season stress-free!