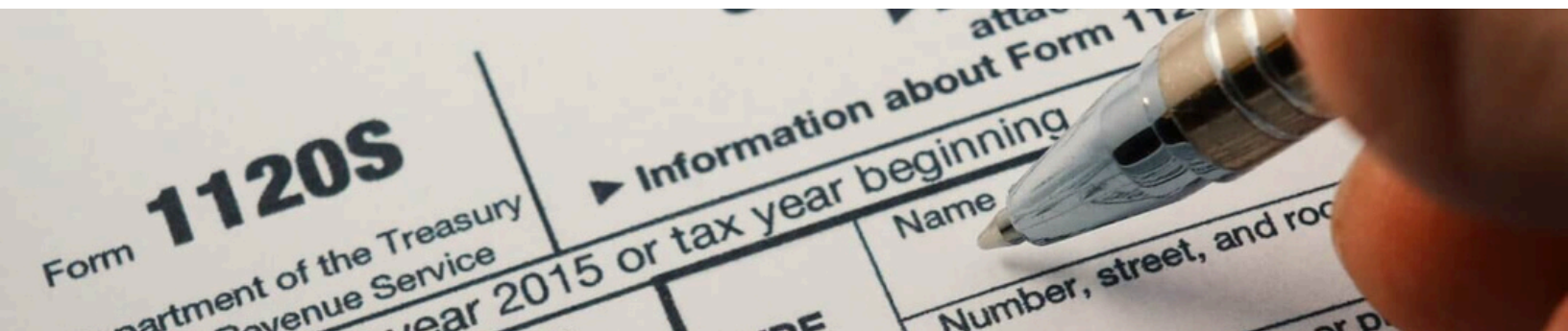


Tax Readiness Checklist Small Business Owners (LLC, S-Corp, Sole Proprietors)

For business owners with structured
entities or multiple revenue streams



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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

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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)

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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!

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