Business and contact details

For business return preparation. Your preparer confirms the return type and filing needs.

Tax year (YYYY)

Legal business name

DBA / trade name

EIN, if applicable

Tax treatment

Select

Legal entity

Select

Business mailing street

City

State

ZIP code

Contact full name

Contact title / role

Phone

Email

Main business activity / products

Business start date

Tax-year beginning date

Tax-year ending date

Accounting method

Select

Other core details or questions about entity / tax treatment.

Owners and changes

Use an owner schedule for additional people. Do not enter owner SSNs on this page.

Owner / partner name

Ownership percentage (%)

Owner address

Owner changes and dates

Formation / election dates

Acceptance letters / agreements

Select

Owner detail schedule

Select

States/cities with operations, employees or income.

New business, sale, closure, ownership or address changes. Give dates.

Contributions, withdrawals/distributions and owner loans. Attach dates and amounts by owner.

Foreign owners/accounts/activity?

Select

Prior returns / basis / depreciation

Select

Explain foreign activity, transactions or missing schedules.

Authorized signer / officer / representative

Signer contact details

Income and financial records

Use book totals. Mark estimates and attach reports rather than guessing.

Profit and loss
Select

Balance sheet
Select

Trial balance
Select

Bank reconciliation
Select

1099-NEC / MISC / K
Select

Other income forms
Select

Gross sales / receipts ($)

Refunds / allowances ($)

Other income ($)

Reconcile income forms to books: duplicates, corrections, missing or nonbusiness amounts.

Inventory / cost of goods - if applicable

Opening inventory ($)

Purchases ($)

Direct labor ($)

Other cost of goods ($)

Closing inventory ($)

Beginning / ending cash, receivables, inventory and other assets. Attach balance sheet.

Beginning / ending payables, loans and equity. Attach loan details.

Interest, gains, canceled debt, grants, digital assets or other unusual transactions.

Organizer only - not a tax return, payment or filing authorization. Preparer review required.

Expenses, payroll and contractors

Enter book totals. We determine tax treatment and request supporting records.

Total expenses per books ($)

Categorized expense report
Select

Advertising ($)

Supplies ($)

Rent ($)

Utilities ($)

Repairs ($)

Insurance ($)

Professional fees ($)

Interest ($)

Taxes / licenses ($)

Software ($)

Dues ($)

Other expenses ($)

Travel ($)

Meals ($)

Gifts ($)

Wages ($)

Officer compensation ($)

Payroll taxes ($)

Employee benefits ($)

W-2s / payroll returns
Select

Contractor information returns
Select

Contractor payment summary
Select

Owner health insurance, retirement contributions and fringe benefits.

Personal/nondeductible items, related-party payments, or travel/meal/gift support.

Property, vehicles and special items

Use a separate schedule for each asset or vehicle when more room is needed.

Prior depreciation / elections

Select

Asset purchase / sale schedule

Select

Assets: description, cost, dates placed in service/sold and proceeds.

Vehicle description

Purchase / lease cost ($)

Total miles

Business miles

Commuting miles

Mileage log

Select

Business use (%)

Home office area (sq. ft.)

Total home area (sq. ft.)

Home office use and expense records, if applicable.

Loans: interest, principal balances, new borrowing and forgiven debt.

Potential credits: research, energy, hiring or other special activities. Attach records.

Loss/credit/basis carryovers, prior schedules and anything else to flag.

Payments and missing records

Keep notices and payment confirmations with your tax-year records.

Federal estimated payments ($)

Federal extension payment ($)

State estimated payments ($)

State extension payment ($)

Payment detail: dates, tax years, states/jurisdictions, refund applied and proof.

IRS / state notices

Select

Extensions / amendments / correspondence

Select

Supporting files included or uploaded: reports, ownership, payroll and other records.

Missing items, expected availability and questions for your preparer.

Completed by

Role / authority

Date completed

I checked entries and flagged missing items

Select

Your next steps

A short checklist before you send your organizer.

1 Check your answers
Complete applicable sections. Use N/A or Not sure. Identify estimates and missing information.

2 Gather supporting files
Include accounting reports, income forms, prior returns, payroll and owner/asset schedules as applicable.

3 Save a copy
Use a PDF reader that supports fillable forms. Include the tax year and business name in your filename.

4 Upload through your client portal
Sign in to your approved client portal, choose Documents > Upload, and upload the checklist and requested records. Do not email completed forms.

5 We review with you
Your preparer may ask for more records. This organizer does not calculate tax, confirm a deduction, collect payment or authorize filing.

Need portal access? Call 719-694-9005.
Client portal: https://thetaxbureau.com/portal/

Organizer only - not a tax return, payment or filing authorization. Preparer review required.