Tax Preparation Checklist - Business

As you prepare your documents for your business tax return, go through the following checklist and use as a guide for the areas that may apply to you.

UPDATED BUSINESS INFORMATION

☐ Legal name changes, DBA name changes
☐ Mailing address
☐ Contact information (email, phone number)
☐ Operating agreement
☐ Articles of incorporation
☐ Pick up preferences (paper copies – Auburn or Opelika office, HHB portal, Suralink, etc.)
☐ Contact Preference: Call, Email or Text

UPDATED OWNERSHIP INFORMATION

☐ New ownership: full legal names, SSNs, addresses, percent ownership, ownership acquisition date
☐ Prior ownership: date of transfer of ownership

NEW CLIENT INFORMATION

☐ Copies of the prior tax return (if existing entity)
☐ HHB's "New Business Client Questionnaire"

FINANCIAL INFORMATION

☐ General ledger, profit & loss, balance sheet & trial balance *or*
☐ Access & notification that accounting software (QuickBooks, Xero) are ready through year-end

EMPLOYEES/CONTRACTORS

☐ W-2 & W-3: Wage and tax statements
☐ 1099 & 1096: Payments to contractors

Alabama has introduced changes to the Annual Report for For-Profit Corporations as well as the Business Privilege Tax Return for this filing season.

Himmelwright
Huguley
Boles