

Business Tax Preparation Document Checklist

For tax year 2026. For Schedule C businesses, S corporations, and partnerships.

2026 tax year

For Schedule C businesses, S corporations, and partnerships. Use the separate individual checklist for personal Form 1040 items.

1. Core business records

- ☐ Prior-year federal and state business returns, elections, and depreciation/fixed-asset schedules if this is the first year with the preparer.
- ☐ Year-end Profit and Loss statement, Balance Sheet, general ledger, and completed bank/credit-card reconciliations.
- ☐ Accounts receivable, accounts payable, and inventory detail when relevant.
- ☐ Revenue support: Forms 1099-K, 1099-NEC, 1099-MISC, merchant-processor reports, cash receipts, and other income records.
- ☐ Business expenses paid personally and material transactions outside normal business accounts.
- ☐ Federal/state estimated or extension payments made outside the books.
- ☐ IRS, state, or local tax notices that may affect the return.

2. Assets, vehicles, loans, and depreciation

- ☐ Purchase invoices and placed-in-service dates for material assets acquired in 2026.
- ☐ Asset-disposal documents, including sale or trade-in information.
- ☐ Vehicle-use logs or mileage records when relevant.
- ☐ Loan agreements, year-end balances, and interest statements for new or refinanced debt.
- ☐ Support for major capital projects, construction, or production/manufacturing property if applicable.

3. Payroll, contractors, and special items

- ☐ Year-end payroll registers, Forms W-2/W-3, Forms 941/940, state payroll returns, and payroll-tax payment reports.
- ☐ Contractor-payment detail and Forms W-9 collected during the year.
- ☐ Domestic and foreign research/software-development costs if applicable.
- ☐ Multi-state activity detail: employees, customers, property, registrations, or notices in other states.
- ☐ S corporation shareholder or partnership owner changes, loans, distributions, or basis-related workpapers when applicable.

2026 depreciation records

Current law provides expanded first-year depreciation options for many qualifying assets. Complete acquisition and placed-in-service details help determine the correct treatment.

Official references

[IRS - About Schedule C](#)

[IRS - About Form 1120-S](#)

[IRS - About Form 1065](#)

Important: Additional records may be needed depending on entity type, state filings, inventory, owner transactions, or unusual events during the year.

Secure delivery

Business tax records may contain tax IDs, bank information, payroll records, and other sensitive financial information. Use Secure File Transfer rather than email or the general website message form.