

Helping Small Businesses Prepare for Tax Season

	Unincorporated small business owners and freelancers (Sole Proprietorship, SMLLC¹)	Incorporated small business owners (LLC, C-Corp, S-Corp, Partnership)
Important due dates	<p><u>April 18th</u> – file tax return or extension</p> <p><u>October 15th</u> – file return if extension filed timely</p>	<p><u>March 15th</u> – file C- & S-Corp tax returns or extension</p> <p><u>April 18th</u> – file LLC & Partnership tax returns</p> <p><u>September 15th</u> – file return if extension filed timely</p>
General information	Social Security Number or Federal ID # (EIN), business name, business address and the fiscal year end	Federal ID # (EIN), business name, business address and the fiscal year end
Bookkeeping and financial statements	Keep books accurate & up-to-date. Provide copies of financial statements & records to your Tax Accountant. Communicate your accounting method (accrual vs. cash).	
Proper documentation for income	Gross receipts from sale of products &/or services, sales records (if accrual based taxpayer). 1099-INT (for business checking/savings account interest), 1099-MISC, etc.	
Cost of Goods Sold (if applicable)	Provide information on Inventory, including total dollar amount of: <ul style="list-style-type: none"> • Beginning inventory • Inventory purchases • Ending inventory • Items removed for personal purposes 	
Proper documentation for expenses	Keep all business related receipts for 7 years. Ensure necessary information is accurately presented (i.e. category, vendor name, date, amount, etc.). Examples: <ul style="list-style-type: none"> • Meals and entertainment (business related) • Accounting or lawyer expenses (professional services) • Office supplies 	
Commissions paid to subcontractors	File form 1099-MISC for each vendor paid more than \$600 during the year and form 1096, the annual summary, to the IRS. Provide vendors W-9 forms if you don't have enough info to file 1099-MISC.	
Wages paid to employees	File form W-2 for each employee and W-3, the wage & tax statements, with the IRS. File form 941 for Federal Income Tax, Social Security Tax, and Medicare Tax withheld from employees and form 940 to report your annual Federal Unemployment Tax Act (FUTA) tax.	
Home office deduction	Provide info on the cost / value of the structure & land and date put into service. Use your floor plan to determine the square footage of the	

¹ SMLLC – a Single Member LLC is an LLC owned by a single individual or other entity, known as a “member”. A SMLLC is a legal entity separate from its owner and so offers the owner a degree of protection from liability for the acts, debts, and obligations of the SMLLC.

	<p>dedicated office space vs. your home. Deduct allowable home expenses, such as:</p> <ul style="list-style-type: none"> • Rent/mortgage interest • Utilities • Property taxes • Repairs & maintenance • Insurance
Vehicle deduction	<p>Provide info on the cost / value of the vehicle at the date put into service. Keep a mileage logbook (manually or electronically) by paper, spreadsheet or mobile apps (i.e., Expensify). Keep records of allowable vehicle expenses, such as:</p> <ul style="list-style-type: none"> • Fuel and oil costs • Lease payments • Parking fees • Toll charges • Repairs and maintenance
Sold or purchased assets during the year	<p>Keep all documentation relating to the purchase or sale (including purchase order, invoice, receipt or check, etc.)</p>
Estimated tax payments	<p>Provide info on estimated payments made throughout the year. Due dates of 2016 installments:</p> <ul style="list-style-type: none"> • 4th for 2015 is due Jan 15th • 1st for 2016 is due April 18th • 2nd for 2016 is due June 15th • 3rd for 2016 is due September 15th