***\*\*\*\*THIS IS NOT TAX ADVICE*** *– it’s just a simple checklist I personally use to make sure I get my necessary tax reports filed on time. I recommend meeting with your accountant and putting a similar checklist together for your business based on your structure.*

*(I have an S-Corp- so this is what I use)*

**Bookkeeper & Tax Prep Checklist:**

**Overview:** This is a checklist of all financial accounts, tax reports, and contact information for bookkeeping and accounting.

**Contact info:**

**Bookkeeper**:

Name:

Phone #:

Email:

**Accountant:**

Name:

Phone #:

Email:

**Lawyer:**

Name:

Phone #:

Email:

**Financial Accounts *(adjust to reflect your business)****:*

* Zen Planner
* PaySimple
* Authorize.net
* Stripe
* Paypal
* Credit Card (list CC Company & 1-800 #)
* Bank Accounts (List Bank Name)

**SEE TAX CHECKLIST ON NEXT PAGE (make sure to update that with EVERYTHING you need to your taxes. Check with your accountant / bookkeeper to put your list together)**

**2017 Tax Checklist:**

**Quarter 1:**

* Jan EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_ (EFTPS = Payroll Tax Deposits)
* Feb EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_
* March EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* **DUE:** Mail all W2 & 1099 forms by January 31st
* 941 *(Due April 30th)*
* RT-6 *(Due April 30th)*
* UTC *(Due April 30th)*
* **DUE:** April 17th Quarterly Estimated Tax

**Quarter 2:**

* April EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* May EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* June EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* **DUE:** June 15th Quarterly Estimated Tax
* 941 *(Due July 31st)*
* RT-6 *(Due July 31st)*
* UTC *(Due July 31st)*

**Quarter 3:**

* July EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* Aug EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sept EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* **DUE:** September 15th Quarterly Estimated Tax
* 941 *(Due Oct 31st)*
* RT-6 *(Due Oct 31st)*
* UTC *(Due Oct 31st)*

**Quarter 4:**

* Oct EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* Nov EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dec EFTPS: Date:\_\_\_\_\_\_\_\_\_\_ Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_
* **DUE:** Jan 16th Quarterly Estimated Tax
* 941 *(Due Jan 31st)*
* 940 *(Due Jan 31st)*
* RT-6 *(Due Jan 31st)*
* UTC *(Due Jan 31st)*
* W-2
* W-3
* 1120S *(S-Corp return)*
* 8879-S *(IRS e-file for 1120S)*
* Schedule K-1
* Form 4562 *(Depreciation & Amortization)*