

Small business tax organizer

2026 tax year, for the return filed in 2027

Prepared for the clients of (firm name)

Your name, and your spouse's if filing jointly

Answer the routing block first. It tells you and your preparer which return this business files and which extra organizer to add.

For every yes, attach the documents listed under the question. Figures from your accounting software should come with the report they came from.

Fill in one organizer per business. If you own several, number them and keep the same order every year.

Routing: how the business is taxed

Based on: IRS, Limited Liability Company (LLC); Publication 334

Legal form: sole proprietorship, LLC, partnership or corporation

Number of owners at the start and at the end of the year

Did the business file Form 2553 to be taxed as an S corporation?

☐ Yes ☐ No

If yes, send: IRS letter accepting the S election

Did the business file Form 8832 to be taxed as a corporation?

☐ Yes ☐ No

If yes, send: IRS letter accepting the classification election

Do you and your spouse own and run the business together, without an LLC or corporation?

☐ Yes ☐ No

If yes, send: Each spouse's share of profits and losses; State of residence, if it is a community property state

Business details

Based on: Form 1065, 1120-S or 1120, page 1; Schedule C, lines A to J

Legal name, trade name and employer identification number

Business address and principal business activity

Date the business started

Accounting method: cash or accrual

Did the accounting method or the tax year change?

☐ Yes ☐ No

If yes, send: Form 3115 or the IRS approval, if filed

Did the business receive any IRS or state notice this year?

☐ Yes ☐ No

If yes, send: A copy of each notice

Are you a new client, or did the business file a return last year?

☐ Yes ☐ No

If yes, send: Prior-year business return with all schedules; Prior-year depreciation schedule; Carryover amounts, such as losses or charitable gifts

Did the business receive, sell or hold any digital asset?

☐ Yes ☐ No

If yes, send: Exchange or wallet reports for the year; Form 1099-DA, if issued

Books and accounts

Based on: IRS Recordkeeping; Schedule L where required

Year-end profit and loss report and balance sheet

Send: Both reports as of the last day of the tax year

Who keeps the books, and in which software

Does the business have bank, card or loan accounts?

☐ Yes ☐ No

If yes, send: December statement for each bank account; December statement for each credit card; Year-end loan statements showing balance and interest paid

Did the business take out, refinance or pay off a loan?

☐ Yes ☐ No

If yes, send: Loan agreement or payoff letter

Sales and Forms 1099 received

Based on: Forms 1099-K, 1099-NEC and 1099-MISC

Total gross receipts or sales for the year

Did you receive a Form 1099-K from a payment app, marketplace or card processor?

☐ Yes ☐ No

If yes, send: Every Form 1099-K received

Did customers send you Forms 1099-NEC or 1099-MISC?

☐ Yes ☐ No

If yes, send: Every Form 1099-NEC and 1099-MISC received

Do you sell products or hold inventory?

☐ Yes ☐ No

If yes, send: Inventory count and value at the start and end of the year; Purchase invoices for the year

Inventory valuation method

Contractors and payroll

Based on: Instructions for Forms 1099-MISC and 1099-NEC; Forms 941, 940, W-2 and W-3

Did you pay any contractor \$2,000 or more during the year?

☐ Yes ☐ No

If yes, send: List of contractors with amounts paid; Form W-9 for each contractor; Copies of the Forms 1099-NEC or 1099-MISC you filed

Did the business have employees?

☐ Yes ☐ No

If yes, send: Forms 941 for each quarter, or Form 944; Form 940; Forms W-2 and W-3; State withholding and unemployment returns

Did an owner receive wages through payroll?

☐ Yes ☐ No

If yes, send: The owner's Form W-2

Assets, vehicles and home office

Based on: Form 4562; Publication 463; Form 8829

Did the business buy equipment, furniture, vehicles or improvements?

☐ Yes ☐ No

If yes, send: Invoice for each item; Date each item was placed in service

Did the business sell, scrap or trade in any asset?

☐ Yes ☐ No

If yes, send: Sale document with date and price

Is a vehicle used for the business?

☐ Yes ☐ No

If yes, send: Mileage log by date for the year; Business miles January 1 to June 30, 2026, and July 1 to December 31, 2026; Total and commuting miles for the year

Does an owner use part of the home for the business?

☐ Yes ☐ No

If yes, send: Square feet of the office and of the whole home; Reimbursement records, if the company paid the owner

Owners, states and estimated payments

Based on: Form 1040-ES; Forms 1065, 1120-S and 1120 schedules

Owner contributions and owner draws or distributions, by owner

Did the business pay health insurance or retirement plan contributions for an owner?

☐ Yes ☐ No

If yes, send: Premium statements; Plan contribution statements

Were federal or state estimated taxes paid for the business income?

☐ Yes ☐ No

If yes, send: Date and amount of each payment

Does the business have employees, property or sales in other states?

☐ Yes ☐ No

If yes, send: List of states with what the business has in each

Did an owner join or leave, or was the business sold or closed?

☐ Yes ☐ No

If yes, send: Purchase or sale agreement; Date of the change

Anything else your preparer should know