

S-Corp Tax Return Checklist

- ☐ Accounting Records including Profit & Loss, Balance Sheet, or other form of recordkeeping for revenue and expenses
- ☐ List of banking accounts that were used for operations- checking, savings, credit cards, etc.
- ☐ Loan papers and purchase details for new assets purchased
- ☐ Interest paid on all loans
- ☐ Payroll detail records and copies of any form 941, 940, and W-2s that have been filed.
- ☐ Schedules of loans to and from shareholders
- ☐ Accountable plan/ expense account statements for reimbursable expenses
- ☐ Year End Inventory
- ☐ Details of any changes in stock ownership
- ☐ Copies of any correspondence with taxing authorities
- ☐ Details of distributions to shareholders
- ☐ Mileage detail for all company-owned vehicles including make and year of vehicle and total miles driven

For New S-Corps:

- ☐ Federal ID #, State ID#, S-Election (Form 2553)
- ☐ Percentage held by shareholders, shareholder names, addresses & social security numbers
- ☐ Record of meeting minutes (minimum of one required)