

Self-Employed Tax Document Checklist

For sole proprietors, freelancers, gig workers, and small business owners. Check off what you have and bring or upload it to your secure client folder. Send what you have and let us know what's missing - we'll help you track it down.

Name: _____ Tax year: _____

Business & Personal Info

- ☐ **Photo ID** - driver's license or passport
- ☐ **Social Security numbers / ITINs** - taxpayer, spouse, and dependents
- ☐ **Business name, address & type** - sole proprietor, LLC, S corp, or partnership
- ☐ **EIN** - if you have one
- ☐ **Business licenses & state registrations** - new or renewed this year
- ☐ **Last year's tax return** - federal and state
- ☐ **Bank routing & account number** - for direct deposit or payment
- ☐ **IRS Identity Protection PIN** - if one was issued to you

Business Income

- ☐ **1099-NEC** - payments from clients who hired you
- ☐ **1099-K** - PayPal, Venmo, Stripe, Square, Etsy, and other platforms
- ☐ **1099-MISC** - other business income
- ☐ **Invoices & sales records** - including income that did not come with a 1099
- ☐ **Business bank statements** - all accounts, January through December
- ☐ **Cash & tip income records**
- ☐ **Sales tax collected & remitted** - if applicable
- ☐ **Other income** - W-2 wages, interest, dividends, rental, investments

Business Expenses

- ☐ **Advertising & marketing** - website, ads, business cards
- ☐ **Software & subscriptions** - accounting, design, and business tools
- ☐ **Office & supplies**
- ☐ **Professional fees** - legal, accounting, consulting
- ☐ **Contract labor & subcontractors** - amounts paid, plus W-9s collected
- ☐ **Payroll records** - if you have employees: wages, 941s, W-2s
- ☐ **Business insurance** - liability, professional, and property
- ☐ **Rent / lease payments** - office, studio, or equipment
- ☐ **Phone, internet & utilities** - business portion

- ☐ **Bank & merchant processing fees**
- ☐ **Business loan & credit card interest**
- ☐ **Travel** - flights, lodging, and ground transportation
- ☐ **Business meals** - with who and the business purpose
- ☐ **Education & training** - courses, books, and conferences
- ☐ **Licenses, permits & dues**
- ☐ **Equipment & asset purchases** - date and cost of each
- ☐ **Inventory** - beginning and ending inventory, cost of goods sold

Vehicle Use

- ☐ **Mileage log** - date, destination, purpose, and miles for each trip
- ☐ **Odometer readings** - start and end of the year, plus total miles
- ☐ **Total business miles** - vs. total miles driven in the year
- ☐ **Actual vehicle costs** - gas, repairs, insurance, and loan interest, if not using standard mileage
- ☐ **Date vehicle was placed in service** - and purchase price, if new

Home Office

- ☐ **Office square footage** - and total home square footage
- ☐ **Rent or mortgage interest** - and property taxes
- ☐ **Utilities, insurance & repairs** - for the full home

Self-Employed Deductions & Credits

- ☐ **Self-employed health insurance premiums** - 1095-A if through the Marketplace
- ☐ **HSA statements** - 1099-SA and 5498-SA
- ☐ **Retirement contributions** - SEP-IRA, Solo 401(k), SIMPLE, or IRA
- ☐ **1098-E** - student loan interest
- ☐ **Energy credit records** - solar, EV, and home improvements

Estimated Tax Payments & Notices

- ☐ **Federal estimated payments** - dates and amounts for each quarter
- ☐ **State estimated payments** - dates and amounts
- ☐ **Prior-year overpayment** - applied to this year
- ☐ **IRS or state notices** - received during the year

Records from Your Bookkeeping

- ☐ **Profit & Loss statement** - year-end
- ☐ **Balance sheet** - year-end
- ☐ **Reconciled bank & credit card statements**
- ☐ **QuickBooks access or export** - if applicable

Changes & Items to Flag

- ☐ **Started, closed, or restructured the business**
- ☐ **Sold or disposed of business assets**
- ☐ **Moved, or opened a new location**
- ☐ **Foreign accounts or income**
- ☐ **Marriage, divorce, birth, or adoption**
- ☐ **Personal tax documents** - W-2s, 1098s, charitable receipts - see the Personal Tax Checklist

***Tip:** Upload scans or PDFs rather than photos when possible. Keep receipts for at least three years. We will only request documents through our secure upload link. The IRS never initiates contact by text or social media.*