

2025 Small Business Tax Organizer

For S-Corps, LLCs, partnerships, and sole proprietors. Complete all applicable sections and upload documents through the client portal before your appointment.

BUSINESS INFORMATION

Business Legal Name

Fiscal Year End (usually Dec 31)

Entity Type (LLC / S-Corp / Partnership)

Principal Business Activity

EIN (Employer ID Number)

Business Address

State of Formation

QuickBooks / Accounting Software Used

INCOME

Total gross receipts / sales

1099-K forms (payment processors)

Returns and allowances

Other business income

1099-NEC forms received

Prior year business tax return

COST OF GOODS SOLD (product-based businesses)

Beginning inventory (Jan 1, 2025)

Ending inventory (Dec 31, 2025)

Purchases of inventory during 2025

Other costs of goods sold

EXPENSES

Advertising & marketing costs

Business vehicle use (miles or actual costs)

Business insurance premiums

Employee wages paid (W-2 summary)

Legal & professional fees

Contract labor (1099-NEC issued?)

Office supplies & expenses

Payroll taxes paid

Rent / lease payments

Health insurance premiums (owner / employees)

Utilities (business portion)

Retirement contributions

Business meals (50% deductible — need receipts)

Computer / software / subscriptions

Travel (airfare, hotel, transportation)

Bank fees & interest

ASSETS & DEPRECIATION

Assets purchased in 2025 (description + cost)

Home office sq footage (office vs. total home)

Assets sold or disposed of in 2025

Business vehicle: make/model/year/total miles/business miles

Prior year depreciation schedule

Section 179 election desired?

PAYROLL (if applicable)

- W-2s issued to employees
- Wisconsin WT-7 annual reconciliation
- 941 quarterly filings (all 4)
- W-3 transmittal
- 940 annual FUTA filing
- Worker comp audit report

S-CORP / LLC ADDITIONAL ITEMS

- Shareholder / member list with ownership %
- Shareholder loans to/from business
- Prior year K-1s
- Officer W-2 wages (reasonable compensation documentation)
- Shareholder health insurance premiums paid
- Minutes of any major 2025 business decisions