# Small Business
# Tax Preparation Checklist

Streamline your tax preparation process by providing these fully reviewed documents to your CPA or tax advisor.

- [ ] Trial Balance Report
- [ ] Balance Sheet
- [ ] Bank Statements
- [ ] Bank Reconcilitation Statements
- [ ] All Transaction Activity
- [ ] Schedule of Purchased Fixed Assets
- [ ] Schedule of Disposed Fixed Assets
- [ ] Loan Documentation
- [ ] Payroll Tax Returns
- [ ] Sales Tax Returns
- [ ] Accounts Recievable Aging Reports
- [ ] Accounts Payable Aging Reports
- [ ] Lease Agreements and Schedule
- [ ] Owner and Partner Distributions
- [ ] 1099 Contractor Information
- [ ] Vechicle Information
- [ ] Explanations of Unsual or Exceptional Information
- [ ] Questions and Concerns for Your CPA or Tax Preparer

If you need help preparing your financial records for your annual tax filing, Paro can match you with accounting bookkeeping and tax experts to get your books and tax plan into ideal shape—well in advance of tax time.

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