2026 Tax Checklist (tax year 2025) - S Corporations & C Corporations

(Tax return is due on or before March 16th, 2026)

For newly set up businesses

❏ Business formation documents, Form CP 575 G (EIN notice) and details of owners

For new clients

❏ Prior year tax return(s)

All clients

❏ Profit and loss account for the year

❏ Balance sheet as at December 31st (if prepared)

❏ Depreciation schedule showing all business assets – typically part of the prior year tax return

❏ Details of any major purchases (over $2,500) or disposals

❏ Details of loans and/or credit cards – outstanding balances as at December 31st and interest paid

❏ Bank statement as at December 31st, and bank reconciliation if available

❏ Forms W-2 for the officers and W-3 for the company

❏ Payroll returns 941 (quarterly) ❏ Payroll return 940 (annual) ❏ Payroll return RT-6 (if employees are in FL) ❏ Retirement contributions and/or other benefits	or	❏ Year-end payroll report showing total wages paid, employer's taxes, retirement plan contributions, etc

❏ Details of vehicle(s) used for business and business miles (see our *Business Use of Vehicle* checklist)

❏ Details for the home office deduction (space used exclusively for business, such as office, workshop, storage, etc): see our *Business Use of Home* checklist

❏ Medical insurance costs for the shareholders/members

❏ Total of shareholder/member distributions

❏ Details of any shareholder/member changes

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