



Small Business Tax Checkup Checklist – 2021

Speak with your tax advisor about items noted as No or Unsure. If an item is not applicable to your situation, leave it blank. This list is not all-inclusive. Consult your tax advisor.

Foundation	Yes	No	Unsure
1. My business is structured in a way that meets my short-term and long-term tax objectives, e.g., I have an optimal number and type of tax entities, appropriate tax accounting methods are in place, etc.	_____	_____	_____
2. My team of advisors includes the following knowledgeable, responsive individuals who are familiar with my industry and understand my business objectives:			
a. Corporate attorney	_____	_____	_____
b. Estate attorney	_____	_____	_____
c. Banker	_____	_____	_____
d. Tax Advisor	_____	_____	_____
e. Bookkeeper/Accountant	_____	_____	_____
f. Insurance Agent	_____	_____	_____
g. Financial Planner	_____	_____	_____
3. I view and analyze my business financial statements on at least a monthly basis.	_____	_____	_____
4. I engage in short-term and long-term cash flow planning on at least a monthly basis.	_____	_____	_____
5. I engage in tax planning with my tax advisor on at least an annual basis. This includes tax projections, advice around starting/dissolving a business, collaboration with other business advisors, etc.	_____	_____	_____



Tax Filings

Yes

No

Unsure

- | | | | |
|--|-------|-------|-------|
| 6. All of my business and other tax returns are timely filed to avoid late filing penalties. | _____ | _____ | _____ |
| 7. I make estimated tax payments and/or have amounts withheld from wages or other payments to minimize underestimated tax penalties. | _____ | _____ | _____ |
| 8. Any taxes due for a particular period are paid before or with timely remittance of the associated tax filing. | _____ | _____ | _____ |
| 9. Contractors and vendors are provided forms 1099-MISC and/or 1099-NEC annually as appropriate. | _____ | _____ | _____ |



Business Deductions

Yes

No

Unsure

- | | | | |
|---|-------|-------|-------|
| 10. Revenue and expenses have been timed to the extent feasible for either a permanent tax savings due to changing tax brackets from one year to the next or a temporary cash flow benefit by pushing taxes into a future year. | _____ | _____ | _____ |
| 11. I have determined whether I meet the home office deduction criteria and, if so, am deducting business use of my home, mileage traveling to and from my home office for business purposes, and other home office related costs such as internet and office supplies. | _____ | _____ | _____ |
| 12. I claim the optimal amount of deductions related to business use of vehicles. | _____ | _____ | _____ |
| 13. I maintain a contemporaneous log of business mileage. | _____ | _____ | _____ |
| 14. I claim the optimal amount of deductions related to business assets such as computers, furniture, and vehicles. This may include various depreciation strategies and use of a capitalization policy to expense costs under a certain threshold. | _____ | _____ | _____ |
| 15. I utilize an Accountable Plan to allow my S Corporation to reimburse me for business expenses I cover personally such as home office and business mileage driven on my personal car. | _____ | _____ | _____ |
| 16. I have optimized my Qualified Business Income deduction (199A deduction). | _____ | _____ | _____ |
| 17. I have optimized the use of business-sponsored retirement plans such as 401Ks and SEP IRAs. | _____ | _____ | _____ |



Personal Deductions

Yes

No

Unsure

18. I have deducted after-tax health insurance premium payments on my personal tax return.

19. If I participate in a high-deductible health insurance plan, I have contributed the annual maximum to my Health Savings Account.

20. If the total of my itemized deductions is close to the standard deduction, I have optimized 'bunching' itemized deductions in one year, including utilizing a donor-advised fund to hold charitable contributions.

21. I have optimized the use of Individual Retirement Accounts.



Other

Yes

No

Unsure

- | | | | |
|---|-------|-------|-------|
| 22. I have confirmed proper treatment of workers. If workers are employees, I treat them as employees, withhold and timely remit payroll taxes, provide any required and desired benefits, and file Forms W-2 annually. | _____ | _____ | _____ |
| 23. I have explored tax credits and other tax incentives that may be available to me based on my business activities, geographic location, employee base, etc. | _____ | _____ | _____ |
| 24. I claim a reasonable annual salary from my S Corporation. | _____ | _____ | _____ |
| 25. I have annually determined if pass-through activities are passive or non-passive as that may impact the amount of net pass-through losses I'm able to deduct in a particular year. | _____ | _____ | _____ |
| 26. I have annually determined if I meet the real estate professional rules that may impact the amount of rental real estate losses I'm able to deduct in a particular year. | _____ | _____ | _____ |
| 27. I have considered Roth IRA conversions in years of lower-than-average income. | _____ | _____ | _____ |