Blue Circle Tax Consultants LLC

Small Business Tax Readiness Review —Pre-Consultation Checklist

Use this checklist before your consultation

Gather the information below so your 45-minute review can focus on risks, deductions, organization, and clear next steps. You do not need every receipt perfectly organized —summaries and the most important documents are enough to start.

1. Business Information

- Legal business name and DBA/trade name
- Business address and main phone/email
- Business type/industry and start date
- Entity type (sole proprietor, LLC, partnership, S corp, C corp, or unsure)
- EIN, if applicable
- Number of owners, employees, and contractors

2. Most Recent Tax Returns & Notices

- Most recent personal federal and state tax return
- Most recent business tax return, if separate
- Any IRS or state notices received
- Any amended returns or extension filings
- Any depreciation or carryforward schedules

3. Income Information

- Year-to-date gross receipts or sales summary
- Forms 1099-NEC, 1099-K, or other business income forms
- Sales reports or merchant processor reports
- Bank deposit summary
- Cash income, rental income, or other business income details

4. Expense Information

- Year-to-date expense summary by category
- Advertising, software, supplies, rent, utilities, phone/internet
- Vehicle, travel, meals, home office, and insurance costs
- Equipment or major purchases made this year
- Any unusual or one-time expenses

5. Bank & Recordkeeping Information

- Recent business bank statements
- Recent business credit card statements
- Current profit & loss report, if available
- Balance sheet or general ledger, if available
- How you currently track income and expenses
- Whether personal and business funds are mixed

Helpful reminder

If your books are incomplete, bring what you have. A rough income and expense summary is still useful. We can identify the biggest gaps and recommend cleanup steps.

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6. Estimated Taxes & Major Purchases

- Federal and state estimated tax payments made this year
- Payment dates, amounts, and confirmations if available
- Expected annual profit or income estimate
- List of major equipment or vehicle purchases
- Date purchased, cost, and business-use percentage

7. Employees, Contractors & Payroll

- Payroll summary, if you have employees
- W-2 and payroll tax filing information, if applicable
- Contractor names and amounts paid
- W-9 forms and any 1099-NEC information, if applicable

8. Your Top Questions & Goals

- Write down your 3 biggest tax or bookkeeping concerns
- Note any IRS/state notices or prior-year issues
- List what you want from the consultation (estimate tax due, cleanup guidance, deduction review, action plan, etc.)

Do Not Email Sensitive Information

Use the secure client portal instead of regular email for: Social Security numbers, full tax returns, bank account numbers, copies of IDs, payroll records, portal credentials, or other confidential documents.

What to Expect During Your Consultation

- We review your business structure, income, records, and major concerns
- We identify risks, missing information, deduction opportunities, and estimated tax issues
- We discuss practical next steps to improve organization and tax readiness
- You receive a clear action summary after the meeting

Consultation Readiness Standard

You are ready when you have:
- Your most recent tax returns
- A year-to-date income and expense summary
- Estimated tax payment information
- A list of major purchases
- Any tax notices received
- Your three biggest questions