

# Tax Audit Preparation Checklist

Date: [Insert Date]

To: [Freelancer's Name]

From: [Your Name/Your Company]

Subject: Tax Audit Preparation Checklist

**Dear [Freelancer's Name],**

As you prepare for the upcoming tax audit, please find below a checklist to ensure that you have all necessary documentation and information ready:

## **Tax Documents**

- 2019-2022 Tax Returns
- W-2 Forms (if applicable)
- 1099 Forms from clients
- Business expense receipts (travel, meals, etc.)

## **Financial Statements**

- Current balance sheet
- Profit and loss statements
- Cash flow statements

## **Business Information**

- Business registration documents
- Contracts with clients
- Invoices issued

## **Other Relevant Documents**

- Bank statements for the last year
- Proof of business expenses
- Any correspondence with tax authorities

Please ensure that all documents are organized and easily accessible. If you have any questions or require further assistance, feel free to reach out.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]