

Tax Audit Preparation Checklist

Dear [Seller's Name],

As an online seller, it's important to stay prepared for potential tax audits. Below is a checklist to help you gather necessary documents and information:

Tax Audit Preparation Checklist

- Verify Business Structure (Sole Proprietorship, LLC, etc.)
- Gather all sales records
- Compile expense receipts and invoices
- Review bank statements for business accounts
- Organize inventory records
- Collect documentation for major purchases
- Detail self-employment income
- Prepare Schedule C and other relevant tax forms
- Review all deductions claimed
- Maintain documentation for claimed credits

We recommend consulting with a tax professional if you have any questions. Being prepared can make the audit process smoother.

Sincerely,

[Your Name]

[Your Position]

[Your Company]