

Tax Audit Preparation Checklist

Date: [Insert Date]

To: [Business Owner's Name]

From: [Your Name]

Subject: Tax Audit Preparation Checklist for Small Businesses

Checklist Items

- Review financial statements for accuracy
- Gather all tax returns for the past three years
- Compile bank statements
- Collect all receipts and documentation for deductions
- Verify employee payroll information
- Review invoices and accounts receivable
- Ensure compliance with all tax regulations
- Document any potential discrepancies
- Prepare a summary of major business changes
- Consult with your tax advisor for guidance

Please ensure all items are completed by [Insert Deadline]. If you have any questions or need assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]