

# Franchise Tax Return Filing Checklist

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Checklist Items

- Determine the filing deadline for the Franchise Tax Return.
- Gather necessary financial records.
- Confirm business structure and entity type.
- Review prior year's tax returns for reference.
- Calculate any applicable fees.
- Complete all required forms accurately.
- Verify the correct amount of tax liability.
- Ensure all required attachments are included.
- Double-check for signature and date on the return.
- Make payment, if applicable, before the deadline.
- File return electronically or via mail.
- Keep a copy of the filed return for your records.

## Additional Notes

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Thank you for using this checklist to ensure a smooth Franchise Tax Return filing process.