



Quarterly Tax Estimate Checklist

Pre-Quarter Review & Data Gathering

Collect all necessary financial statements, invoices, and transaction logs from the previous three months.

Quarter End Date

Reviewer Name

Documents Collected

- ☐ Profit & Loss Statement
- ☐ Balance Sheet
- ☐ Bank Statements
- ☐ General Ledger Report
- ☐ Sales Tax Reports

Upload Unprocessed Invoices

[!\[\]\(d3102649f02e825ddb76dc3de0190154_img.jpg\) Upload File](#)

Discrepancies or Missing Data Notes

Write something...

Data Verification Sign-off

Income and Revenue Verification

Reconcile total gross revenue against sales reports and ensure all earned income is accurately recorded.

Reporting Period End Date

Enter date...

Total Gross Revenue Verified

Enter a number...

Revenue Stream Category

- ☐ Product Sales
- ☐ Service Fees
- ☐ Subscription Revenue
- ☐ Rental/Lease Income
- ☐ Other

Verification Methods Used

- ☐ Bank Statement Reconciliation
- ☐ POS System Audit
- ☐ Invoicing Software Review
- ☐ Merchant Processor Report Review

Discrepancy Notes

Write something...

Revenue Reconciliation Report

 Upload File

Accountant/Reviewer Approval

Expense & Deductible Analysis

Review all business expenses, categorized by tax-deductible types, to identify potential tax savings.

Review Period End Date

Enter date...

Expense Categories Reviewed

- ☐ Travel & Meals
- ☐ Office Supplies
- ☐ Rent & Utilities
- ☐ Professional Services
- ☐ Marketing & Advertising
- ☐ Equipment & Software

Total Deductible Expenses Identified

Enter a number...

Expense Receipts & Supporting Documentation

 Upload File

Notes on Discrepancies or Non-Deductible Items

Write something...

Reviewer Approval

Payroll & Withholding Reconciliation

Verify that all payroll taxes, employee withholdings, and employer contributions are accurately calculated and recorded.

Payroll Period End Date

Enter date...

Total Gross Wages Processed

Enter a number...

Total Federal Income Tax Withheld

Enter a number...

Total Social Security & Medicare Tax

Enter a number...

Payroll Provider Used

☐ ADP

☐ Gusto

☐ Paychex

☐ Internal Manual Processing

Quarterly Payroll Summary Report

 Upload File

Reconciliation Discrepancies Found

- ☐ Missing Employee Information
- ☐ Incorrect Tax Rate Applied
- ☐ Unrecorded Overtime
- ☐ None - All Reconciled

Payroll Controller Approval

Tax Liability Calculation

Calculate the estimated quarterly tax obligation based on current net income and applicable tax rates.

Total Estimated Net Income

Enter a number...

Applicable Tax Rate (%)

Enter a number...

Calculated Tax Amount

Enter a number...

Tax Jurisdiction

- ☐ Federal
- ☐ State
- ☐ Local/Municipal

Calculation Methodology Notes

Write something...

Supporting Calculation Worksheet

 Upload File

Calculation Completion Date

Enter date...

Estimated Tax Payment Preparation

Prepare the necessary payment amounts for federal and state/local tax authorities.

Estimated Total Tax Amount Due

Enter a number...

Tax Authority Type

- ☐ Federal (IRS)
- ☐ State
- ☐ Local/Municipal
- ☐ Other

Payment Due Date

Enter date...

Tax Calculation Worksheet

 Upload File

Payment Reference Number

Write something...

Accountant/Manager Approval

Payment Execution & Documentation

Process the tax payments through the appropriate portals and save all confirmation receipts for audit trails.

Payment Date

Enter date...

Total Payment Amount

Enter a number...

Payment Method

- ☐ ACH Transfer
- ☐ Wire Transfer
- ☐ Corporate Credit Card
- ☐ Check

Transaction Reference Number

Write something...

Payment Confirmation Receipt

 Upload File

Authorized Approver Signature

Quarterly Tax Filing Completion

Submit all required quarterly tax forms and update the tax calendar for the upcoming quarter.

Filing Submission Date

Enter date...

Tax Form Type Submitted

☐ Federal Quarterly Estimate

☐ State Income Tax

☐ Sales & Use Tax

☐ Other

Tax Filing Confirmation Receipt

Upload File

Confirmation Reference Number

Write something...

Accountant/Preparer Approval