



Tax Compliance & Filing Checklist

Tax Calendar & Deadline Review

Identification of all upcoming federal, state, and local tax filing deadlines to prevent late penalties.

Next Tax Filing Deadline

Tax Jurisdiction

- ☐ Federal
- ☐ State
- ☐ Local/Municipal
- ☐ International

Tax Types Due

- ☐ Income Tax
- ☐ Sales Tax
- ☐ Payroll Tax
- ☐ Property Tax
- ☐ Use Tax

Tax Form Reference Number

Write something...

Notes on Upcoming Deadlines

Write something...

Tax Calendar Schedule Document

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Documentation & Record Keeping

Verification that all necessary receipts, invoices, and financial statements are organized and accessible for tax audits.

Last Audit Date

Enter date...

Required Documents Verified

- ☐ Bank Statements
- ☐ Purchase Invoices
- ☐ Payroll Summaries
- ☐ Tax Return Copies
- ☐ Revenue Reports

Upload Supporting Tax Documentation

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Missing Documentation Notes

Write something...

Accountant Verification Signature

Income & Revenue Reconciliation

Matching reported gross revenue against bank statements and accounting software totals to ensure accuracy.

Tax Period End Date

Enter date...

Total Revenue per Accounting Software

Enter a number...

Total Revenue per Bank Statements

Enter a number...

Discrepancy Amount

Enter a number...

Notes on Revenue Discrepancies

Write something...

Reconciliation Status

- ☐ Matched
- ☐ Discrepancy Found
- ☐ Pending Investigation

Revenue Reconciliation Report

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Accountant Verification

Expense & Deduction Verification

Review of all deductible business expenses, ensuring proper categorization and supporting documentation.

Expense Categories Reviewed

☐ Travel & Entertainment

☐ Office Supplies

☐ Rent & Utilities

☐ Professional Services

☐ Software & Subscriptions

☐ Marketing & Advertising

Review Period End Date

Enter date...

Total Deductible Amount Verified

Enter a number...

Supporting Receipts & Invoices



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Discrepancies or Audit Notes

Write something...

Accountant/Reviewer Approval

Payroll & Employment Tax Review

Validation of payroll tax withholdings, quarterly unemployment insurance, and employee-related tax liabilities.

Payroll Period End Date

Enter date...

Total Gross Wages for Period

Enter a number...

Tax Types Verified

- ☐ Federal Income Tax
- ☐ Social Security/Medicare
- ☐ State Income Tax
- ☐ Unemployment Tax (SUTA/FUTA)

Payroll Summary Report

 Upload File

Discrepancy Notes

Write something...

Payroll Officer Approval

Sales & Use Tax Audit

Verification of sales tax collected versus sales reported and checking for any uncollected use tax liabilities.

Tax Period End Date

Enter date...

Total Sales Tax Collected

Enter a number...

Total Use Tax Liability

Enter a number...

Jurisdictions Reviewed

- ☐ State Level
- ☐ County Level
- ☐ City/Municipal Level

Sales Tax Report Attachment

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Audit Discrepancy Found?

- ☐ Yes
- ☐ No

Discrepancy Notes

Write something...

Tax Officer Approval

Asset & Depreciation Review

Updating fixed asset registers and calculating depreciation expenses for the current tax period.

Review Completion Date

Enter date...

Total Depreciation Expense for Period

Enter a number...

Assets Reviewed

- ☐ Fixed Assets
- ☐ Intangible Assets
- ☐ Leased Equipment
- ☐ Vehicles

Disposed Assets Identified

Write something...

Notes on Asset Revaluation or Impairment

Write something...

Updated Depreciation Schedule

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Controller Approval

Final Review & Filing Submission

Final accuracy check of tax forms and confirmation of electronic or physical submission to relevant authorities.

Tax Filing Submission Date

Enter date...

Tax Form Type

- ☐ Income Tax
- ☐ Sales Tax
- ☐ Payroll Tax
- ☐ Property Tax

Pre-Submission Verification Steps

- ☐ All figures reconciled with General Ledger
- ☐ Supporting documents attached
- ☐ Calculations double-checked
- ☐ Authorized signer notified

Confirmation of Filing/Receipt

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Notes and Discrepancies

Write something...

Reviewer Approval Signature