

Tax Season Checklist

Property Management

MANAGEGO

How to Prepare for Tax Season

- Keep Proper Records**
 - » Know what financials need to be tracked
 - » Track them year round with a proper accounting system
- Analyze Accounting Reports**
 - » Pull reports for your tax professional
 - » Analyze profit & loss statements & balance sheets
- Note Deductible Expenses**
 - » Research your eligible deductions
 - » Pinpoint your deductions in your chart of accounts
- Know What Needs to Be Filed**
 - » Note who you've paid (contractors, staff members, etc.)
 - » File the proper forms for each vendor
 - » File by the IRS deadlines



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