

## TAX PREP CHECKLIST

<b>Enter Data or Organize Receipts</b>	<b>Review Entries</b>	<b>Gather Info (W2, 1099,1098)</b>	<b>Fill Out Tax Organizer</b>	<b>Ready for Accountant</b>	<b>At Accountant</b>	<b>Reviewed Tax Return</b>	<b>Sent back eFile Form</b>	<b>Filed with Gov't</b>	<b>Paid Taxes</b>	<b>Paid 1st Qtr Tax Est</b>	<b>Paid Accountant</b>