

Business Tax Deduction Checklist

Business Tax Guides | Checklist | Tax year 2025 | Updated October 15, 2026

A record-gathering checklist for common business expense categories.

Who should use this resource?

Designed for small business readers who want to organize records and prepare informed questions.

What this resource covers

1. Group receipts by expense purpose
2. Record business use for mixed-use purchases
3. Reconcile transactions to bank statements
4. Review substantiation and deductibility with a professional

How to use it

Work through each item using your own records. Mark items complete as you gather documents or finish a review. Keep original source records securely and check current instructions before filing or paying taxes.

Review checklist

- ☐ Group receipts by expense purpose
- ☐ Record business use for mixed-use purchases
- ☐ Reconcile transactions to bank statements
- ☐ Review substantiation and deductibility with a professional

Common mistakes to avoid

Do not rely on an earlier year's rule, estimate figures without source documents, or treat this worksheet as an official tax form. Verify current instructions before filing or paying.

Official references

IRS: What kind of records should I keep?: <https://www.irs.gov/businesses/small-businesses-self-employed/what-kind-of-records-should-i-keep>

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