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Trucker Getting-Started Checklist

Everything we need to set up your bookkeeping and file your taxes, IFTA and per diem.

Gather what you can and upload it to our secure client portal. Missing something? Don't wait. Send what you have and we'll help you track down the rest. Skip anything that doesn't apply to you.

1. You and your business

- [ ] Driver's license or state ID, and Social Security numbers for you, your spouse and dependents
- [ ] Business name, entity type (sole proprietor, LLC, S corp) and EIN letter
- [ ] USDOT number and MC number, if you have your own authority
- [ ] If leased on to a carrier: the carrier's name and your lease agreement
- [ ] IFTA license number and base state, IRP (apportioned plates) account and UCR registration
- [ ] NY Highway Use Tax (HUT) certificate number, if you run in New York

2. Your truck and trailer

- [ ] Purchase or lease agreement and bill of sale for each truck and trailer (date, price, trade-in)
- [ ] Loan statements showing interest paid during the year
- [ ] Odometer reading at the start and end of the year
- [ ] Form 2290 Schedule 1 (stamped proof of Heavy Vehicle Use Tax payment)
- [ ] Records of any truck or trailer you sold or traded in

3. Income

- [ ] Settlement statements from your carrier, or load and rate confirmations from brokers
- [ ] All 1099-NEC, 1099-MISC and 1099-K forms you received
- [ ] Factoring company statements (advances, fees and reserves)
- [ ] W-2s, if you also drove as a company employee during the year
- [ ] Fuel surcharge, detention or other payments not on your settlements

4. Expenses

Card statements and receipts both count. Many of these appear as deductions on your carrier settlements.

- [ ] Fuel card statements and fuel receipts (gallons and state for each purchase)
- [ ] Repairs, maintenance, tires, oil changes, truck washes and parts
- [ ] Insurance: liability, cargo, physical damage, bobtail and occupational accident
- [ ] Tolls, scales, parking, permits, plates and registration fees
- [ ] ELD, load board, dispatch and phone subscriptions
- [ ] Lumper fees, escrow or maintenance-fund deductions
- [ ] DOT physicals, drug tests, CDL renewals and training
- [ ] Work clothing, safety gear, tools and supplies for the truck
- [ ] Payments to other drivers or helpers, with their W-9s

5. Per diem and IFTA records

- [ ] ELD logs or logbook showing the days you were away from home overnight
- [ ] Your home address (your tax home) and how often you return
- [ ] Miles driven in each state, by quarter (ELD state mileage report or trip sheets)
- [ ] Fuel gallons purchased in each state, by quarter
- [ ] Copies of IFTA returns already filed this year

6. Banking and past taxes

- [ ] 12 months of business bank and credit card statements
- [ ] Tax returns for the last two years

- [ ] Dates and amounts of any estimated tax payments you made
- [ ] Any letters from the IRS, your state or IFTA
- [ ] Health insurance forms (1095-A, B or C) and retirement contributions
- [ ] Bank account and routing number for your refund

7. Forms to sign

- [ ] Our engagement letter (sent through the client portal)
- [ ] IRS Form 8821, so we can pull your IRS transcripts
- [ ] NYS Form POA-1, if you file in New York

How to send your documents

Snap photos or upload PDFs in our secure client portal. Please don't email Social Security numbers or statements. Questions? Text or call (347) 497-6037.

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