

# Make tax season less taxing.

From ordering the right forms to gathering essential information, we've outlined some must-do steps to help this year's tax prep go smoothly.

## ○ **First, know your deadlines.**

Business need to file on the state and federal level and get W-2 forms to employees by January 31, 2025.

## ○ **Educate yourself on new tax laws.**

The IRS instituted a new e-filing law in 2023, learn more [here](#) to see how your business is affected.

## ○ **Next, investigate the forms and envelopes you need.**

From W-2 to 1099 forms to envelopes, our expert-curated selection has you covered and next-day delivery gets it all to you fast.

## ○ **Review employee and contractor files for accuracy.**

- Confirm social security numbers for W-2 forms.
- Confirm employer identification numbers for 1099 forms.

## ○ **Now gather important year-end and filing information.**

Spending time collecting this data now will help streamline the whole process.

- Tax ID
- Prior year's tax returns
- Last year's balance sheet
- Run this year's balance sheet

## ○ **You're ready to file.**

Once you check you have everything correct, it's time to file. Be sure to keep an eye on those deadlines.

## ○ **Save and store your documents.**

The IRS has record-keeping guidelines for tax materials, so be sure to secure your documents to stay in compliance and prepared in the event of an audit.