Freelancer Tax Filing Checklist

IMPORTANT: This checklist is general information only. It is NOT tax advice. Tax rules differ by country and change over time — confirm deadlines and requirements with your local tax authority or a qualified tax professional.

Documents to gather

- National ID / tax number document
- Bank statements for the tax year
- Invoices issued to clients
- Receipts for business expenses
- Proof of any tax already paid or withheld
- Records of foreign income, if any
- Previous year's tax return, if filed

Steps checklist

- List all income received during the tax year
- Total deductible business expenses separately
- Check the filing deadline for your country and region
- Complete the return form or online portal
- Double-check totals before submitting
- Save a copy of the submitted return and acknowledgement
- Set a reminder for next year's deadline

Deadlines tracker (fill in your own dates)

- Income year end: [date]
- Filing deadline: [date]
- Payment deadline: [date]
- Reminder set for: [date]