

Business Sale / Succession Tax Planning Workpaper

For educational and professional practitioner use. Use this workpaper to structure the question, preserve relevant facts and evidence, and support professional judgment.

Taxpayer / Entity	
Tax Year / Period	
Practitioner / Reviewer	
Prepared / Updated	

Transaction objectives

- Clarify seller goals, timing, successor, control/management transition, liquidity, and family/charitable objectives
- Identify entity type, ownership, basis, liabilities, tax attributes, and key assets

Structure comparison

- Model asset vs equity/interest sale, installment treatment, earn-outs, seller financing, rollover/equity, and state tax
- Separate personal/enterprise goodwill issues and retirement/benefit consequences

Implementation / handoff

- Identify valuation and legal-documentation needs
- Coordinate purchase agreement tax allocations/elections and post-closing reporting

Practitioner conclusion / next action

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