What this is: A practical year-end + filing checklist for a single-member Oregon LLC running a SaaS business. Covers federal (IRS) and Oregon state. Built to keep you from missing anything obvious — but **not a substitute for a CPA**, especially for your first business return.

■ **Critical default:** A single-member LLC is a **disregarded entity** by default. That means the LLC itself does **NOT** file a separate federal income tax return — all business income and expenses flow onto **Schedule C** attached to your personal Form 1040. (This is good news — simpler than a multi-member or S-corp filing.)

Key Dates & Deadlines

Date	What's due	Form / detail
April 15 annually	Federal income tax return + balance due	Form 1040 + Schedule C + Schedule SE
April 15 annually	Oregon income tax return + balance due	Form OR-40 (resident)
April 15, Jun 15, Sep 15, Jan 15	Federal quarterly estimated tax payments	Form 1040-ES (required if you'll owe $1,000+ at year-end)
Quarterly	Oregon estimated tax (if expected to owe $1,000+)	Form OR-40-V or online via Revenue Online
January 31	Send 1099-NEC forms to contractors paid $600+	Form 1099-NEC (one per contractor)
January 31	File annual report with Oregon SOS	$100/yr — same time as your LLC anniversary

Self-Employment Tax — Don't Get Caught Out

Because your LLC profits are NOT W-2 wages, you owe the employer + employee halves of Social Security & Medicare on your net profit. Total: **15.3% on the first ~$168,600** of net self-employment income (Social Security + Medicare), plus 2.9% Medicare above that.

Combined with federal income tax (12–24% marginal) and Oregon state tax (~6–9%), plan to set aside ~25–32% of every dollar of profit for taxes. Move it to a separate "Tax" reserve account the moment Stripe pays you. (Convenient — your own app does this!)

Deductible Business Expenses — Year 1 Checklist

	Deductible Item
■	Oregon LLC formation fees ($100)

	Deductible Item
■	Oregon SOS annual report renewal ($100/yr)
■	Registered agent service ($49–125/yr)
■	Virtual mailbox subscription ($14.99/mo × 12 = ~$180)
■	Business insurance ($75/mo × 12 = $900)
■	Apple Developer Program ($99/yr)
■	Google Play Developer ($25 one-time)
■	Domain registration (~$15/yr)
■	Website hosting (Vercel, etc.)
■	Stripe transaction fees (line item on every payout)
■	Email service (Resend) above free tier
■	Database service (MongoDB Atlas) above free tier
■	AI / OpenAI API usage (receipt OCR, categorization)
■	Stock photo / Canva / design software subscriptions
■	Accounting software (QuickBooks, Wave, etc.)
■	USPS Form 1583 notarization fee
■	Mileage to bank, post office, notary (~$0.67/mile in 2026)
■	Home office deduction (simplified $5/sq ft up to 300 sq ft)
■	Phone — % used for business
■	Internet — % used for business
■	Office supplies (printer ink, paper, pens)
■	Books / courses / continuing education
■	Software subscriptions for dev tools (GitHub, etc.)
■	Business meals (50% deductible — keep receipts + notes!)
■	Legal & professional fees (CPA, attorney)
■	Bank fees on business checking account

Records to Keep (IRS audit window: 3 years)

Document	Where to store	Retention
Stripe 1099-K (Stripe issues if you hit $5k+ in 2026)	Email + printed copy	7 years
Every receipt for deductible expense	Digital scan (your own app's Receipts feature!) or shoebox	3 years min, 7 better
Bank statements (business checking + business credit card)	Bank portal + downloaded PDFs	3 years
Mileage log (date, destination, business purpose, miles)	Spreadsheet or app	3 years
Form 1040 + Schedule C + supporting schedules	Printed + PDF	Forever
Form 8822-B (IRS address change confirmation)	Email folder	Forever
Oregon LLC formation docs + amendments	Folder + cloud backup	Forever
Quarterly estimated payment confirmations	Print or screenshot	7 years

When to Consider an S-Corp Election

If your net profit (after expenses) climbs past **~$60,000–80,000 / year**, talk to a CPA about electing to have your LLC taxed as an **S-Corporation**. The savings can be significant — you split income into "reasonable salary" (W-2, with payroll tax) and "distributions" (no self-employment tax). At $80k profit, this can save $3,000–5,000/yr in self-employment tax.

Cost: payroll service (~$40/mo) + slightly more complex tax return (~$500 more CPA fee). Break-even is roughly $50k profit. **Don't elect S-corp prematurely.**

Hire a CPA for Year 1

Budget **$400–800 for a CPA to prepare your first business tax return**. They'll typically:

- Make sure your Schedule C is built correctly (cost basis, depreciation if any, home office)
- Set up your bookkeeping categories so Year 2 is easier
- Identify deductions you forgot
- Tell you whether quarterly estimates are required
- Advise on S-corp timing

After Year 1 you can self-file with TurboTax Self-Employed (~$120) if it's still simple. But Year 1 is when bad habits get baked in — pay the CPA.

Disclaimer: This checklist is for general planning. Tax rules change yearly and your specific situation matters. Always verify deadlines and rules against IRS.gov / dor.oregon.gov, or ask a licensed Oregon CPA.