

BUSINESS TAX RETURN INFORMATION CHECKLIST - 2017

INCOME

- ALL SOURCES OF INCOME, 1099'S, DEPOSITS, ETC.
- INTEREST ON BUSINESS ACCOUNTS
- BANK STATEMENTS IF NOT ENTERED INTO ACCOUNTING PROGRAM

EXPENSES

- PRODUCT PURCHASES – COST OF SALES
- OUTSIDE LABOR
- WAGES – IF WE DO NOT DO YOUR PAYROLL
- PAYROLL TAXES – IF WE DO NOT DO YOUR PAYROLL
- RENT
- UTILITIES
- TELEPHONE
- CELL PHONE
- ADVERTISING
- CAR EXPENSES – MILEAGE OR ACTUAL IF BUSINESS USAGE GREATER THAN 50% OF TOTAL MILEAGE
- PERSONAL PROPERTY TAXES
- BANK SERVICE CHARGES
- CAPITAL PURCHASES – EQUIPMENT, FURNITURE, COMPUTERS
- INSURANCE – MEDICAL, LIABILITY, WORKERS COMP
- SUPPLIES
- OFFICE EXPENSES
- ENTERTAINMENT – BREAK OUT MEALS
- TRAVEL
- INTERNET SERVICES
- ANY OTHER EXPENSES USED FOR THE BUSINESS

OFFICE IN THE HOME

- SQ. FOOTAGE OF HOME & OFFICE/BUSINESS AREA
- UTILITIES, MAINTENANCE (TRASH PICKUP), & REPAIRS
- HOMEOWNERS INSURANCE
- ASSOCIATION DUES