



BUSINESS TAX RETURN INFORMATION CHECKLIST

INCOME

- ALL SOURCES OF INCOME, 1099'S, DEPOSITS, ETC.
 - INTEREST ON BUSINESS ACCOUNTS
 - BANK STATEMENTS IF NOT ENTERED INTO ACCOUNTING PROGRAM
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- PREVIOUS YEARS' RETURNS (at least previous 2 years would be ideal)

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
- INTERNET
- COMPUTER EXPENSES (website, software)
- ADVERTISING
- CAR EXPENSES – MILEAGE DRIVEN FOR BUSINESS USE
OR
ACTUAL EXPENSES: gas & oil, maintenance & repairs, tires, insurance, vehicle loan interest, lease payments, registration & license fees
- PERSONAL PROPERTY TAXES
- BANK SERVICE CHARGES
- INSURANCE – MEDICAL, LIABILITY, WORKERS COMP
- SUPPLIES
- OFFICE EXPENSES – PENS, PAPERS, OTHER CONSUMABLES
- ENTERTAINMENT – BREAK OUT MEALS
- TRAVEL
- 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
- MORTGAGE INTEREST OR RENT PAID
- ASSOCIATION DUES

ASSETS & LOANS

- EQUIPMENT/FURNITURE/COMPUTERS PURCHASED OR SOLD/DISPOSED DURING TAX YEAR
- NEW LOAN PAPERWORK
- BALANCE AT YEAR END ON EXISTING LOANS