

Business Tax Checklist

Business Name:	Owner Name:
EIN:	State ID:
Phone:	Email:
Date Started as an S-Corp:	Type of Business:

Business Expenses:

- ◆ Accounting \$ _____
- ◆ Advertising \$ _____
- ◆ Bank Charges \$ _____
- ◆ Cash Over Short \$ _____
- ◆ Cell Phone \$ _____
- ◆ Computer \$ _____
- ◆ Consulting \$ _____
- ◆ Dues and Subscriptions \$ _____
- ◆ Education and Training \$ _____
- ◆ Employer Benefit \$ _____
- ◆ Equipment Rental \$ _____
- ◆ Freight \$ _____
- ◆ Fuel \$ _____
- ◆ Gifts \$ _____
- ◆ Independent Contractor \$ _____
- ◆ Insurance \$ _____
- ◆ Interest \$ _____
- ◆ Internet \$ _____
- ◆ Janitorial \$ _____
- ◆ Legal & Professional \$ _____
- ◆ Marketing \$ _____
- ◆ Meals & Entertainment \$ _____
- ◆ Meetings \$ _____
- ◆ Misc. \$ _____
- ◆ Office Expenses \$ _____
- ◆ Parking Fees and Tolls \$ _____
- ◆ Payroll Processing Expense \$ _____
- ◆ Payroll Taxes \$ _____
- ◆ Permits and Fees \$ _____
- ◆ Printing \$ _____
- ◆ Postage \$ _____
- ◆ Rent \$ _____
- ◆ Repair and Maintenance \$ _____
- ◆ Salaries and Wages \$ _____

Business Tax Checklist

- ◆ Security \$ _____
- ◆ Software \$ _____
- ◆ Supplies \$ _____
- ◆ Telephone \$ _____
- ◆ Tools \$ _____
- ◆ Travel \$ _____
- ◆ Uniforms \$ _____
- ◆ Utilities \$ _____
- ◆ Waste Removal \$ _____

Office in Home

- ◆ Mortgage Interest \$ _____
- ◆ Rent \$ _____
- ◆ Insurance \$ _____
- ◆ Taxes \$ _____
- ◆ Repair and Maintenance \$ _____
- ◆ Utilities \$ _____
- ◆ Gas \$ _____
- ◆ Electric \$ _____
- ◆ Water \$ _____
- ◆ Trash \$ _____
- ◆ Internet \$ _____
- ◆ Other _____ \$ _____
- ◆ Total Square ft. of Home _____
- ◆ Square ft. of Office _____
- ◆ Value of Home \$ _____
- ◆ Value of Land \$ _____

Vehicle Expenses

- ◆ Business Miles _____
- ◆ Commuting Miles _____
- ◆ Personal Miles _____
- ◆ Total Miles _____
- ◆ Gasoline, Oil, Etc. \$ _____
- ◆ Insurance \$ _____
- ◆ Lease Payments \$ _____
- ◆ Repair and Maintenance \$ _____
- ◆ Tires \$ _____
- ◆ Parking \$ _____