

## 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 \$ \_\_\_\_\_
- ◆ 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 \$ \_\_\_\_\_