



ACCOUNTING & TAX SERVICES

PO Box 19309 San Diego, CA 92159

Due Dates
March 15: S Corps & Partnerships
April 15: C Corporations

Checklist: Business

Company Name: \_\_\_\_\_

Total revenue for the year, including investment income. List of expense, with total for the year, including cost of your family's Health Insurance (not pre-tax dollars) Credit card bills incurred, but not paid yet, are usually deductible.

- If you don't have your expenses categorized, we can do the accounting for you.
Please include a separate sheet for anything that does not fit this page.

Cash on hand (bank balance) as of Dec 31st. Deduct checks written but not cleared. \_\_\_\_\_

Interest you paid on loans and credit cards. Please list and describe each loan and the amounts of interest for the year (you may have to call the finance company). This includes all finance charges including vehicles, equipment, mortgages, credit card, and loan from shareholders.

\_\_\_\_\_
\_\_\_\_\_

Balance owed on outstanding loans, payroll liabilities and credit cards, as of December 31st. This includes all loans to the company including loans from you, line of credit, notes payable, credit cards, vehicle and equipment's loans.

\_\_\_\_\_
\_\_\_\_\_

Total of all money you took out of the company in the form of distribution (draw) or loan repayment. Includes anything other than reimbursements and W-2 Wages. Please specify: \_\_\_\_\_

Business miles on personal vehicle(s). In 2018 the standard mileage rate is 54.4 cent/mile (2019 is 58 cents/mile). It is best if you bill the company for these miles, and then write a check to yourself as reimbursement (commuting is not deductible). If it is a company owned vehicle give us a business-use percentage. If you lease a vehicle, we will need the make of the vehicle, total payments for the year, date the lease was signed, and the retail value. Please give us total miles, and business miles on each vehicle for the year. Check was issued for miles: Yes No

Car 1 \_\_\_\_\_ / \_\_\_\_\_ Car 2 \_\_\_\_\_ / \_\_\_\_\_

Please list all fixed assets purchased, sold, traded, or disposed of during this year, including date and cost or proceeds. A fixed asset is any one item purchased for over \$500.

\_\_\_\_\_
\_\_\_\_\_

Did you pay any individual or LLC \$600 or more? Yes No Will you issue them a 1099? Yes No

Any other expenses paid personally by the shareholders, for example, cellphone usage, cash purchases or items charged on your personal credit card. If you have an office-in-home we will need the square footage of the area used exclusively for business. We may be able to deduct a percentage of your mortgage interest, RE tax, home utilities, homeowner's insurance, repairs, etc. for office-in-home. Please bring totals for each item to the tax appointment. (it is best if you bill the company for these expenses, and then write a check to yourself as reimbursement).

Please give us ending inventory amount, if you have inventory. \_\_\_\_\_

NEW CLIENTS: Please bring a copy of last year's tax return, a copy of your Corporation or LLC formation documents, your EIN from the IRS, and your S Corporation election, if applicable. Also, a list of the Officers and Members, their SS#, address & tile, their ownership percentage and the original amount you invested in the business.