



**ACCOUNTING &
TAX SERVICES**

**PO BOX 19309
San Diego, CA 92159**

Checklist: Sole Proprietor

Company Name: _____ EIN: _____ (if any)

Describe your business: _____

Total **revenue** for the year (if you loaned money to the business, be sure not to count it as revenue). Please list a total for each **category of expense**, for the year. Typical expenses include: mileage, telephone, supplies, internet, advertising, insurance, equipment purchase, etc. (credit card bills incurred, but not paid yet, are usually deductible).

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

Interest you paid on business loans from banks and business 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 to the company, including vehicles, equipment, mortgages, and credit card.

_____	_____
_____	_____
_____	_____
_____	_____

Out-of-pocket cost for family's **Health Insurance** (not with pre-tax dollars) _____

Business miles on personal vehicle(s). Please give us total miles, and business miles on each vehicle for the year. In 2018 the standard mileage rate is 54.4 cent/mile (2019 is 58 cents/mile). If you **lease** a vehicle, we will need the **business-use percentage**, make of the vehicle, total payments for the year, date the lease was signed, and the retail value.

Car 1 _____ / _____ Car 2 _____ / _____

Please list all **fixed assets purchased** during this year, including date of purchase and cost. A fixed asset is any one item purchased for over \$500. These items may have to be depreciated. Please also list any items **sold or trade in** along with the date and selling price.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any other **expenses paid personally**, for example, small 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. Charitable contributions are deducted on Schedule A, itemized deductions, not on Schedule C.

Please give us **ending inventory** amount, if you have inventory. _____