



### Small Business Tax Checklist

	<b>Income</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Receipts from sales or service			
2	Returns and allowances (refunds)			
3	Checking/Savings account interest			

	<b>Marketing Expenses</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Receipts/Invoices for business cards			
2	Receipts/Invoices for flyers			
3	Receipts for postage			
4	Receipts/Invoices for tv, radio, and newspaper advertising			
5	Receipts/Invoices for website			
6	Receipts for print materials			
7	Receipts/Invoices for Signs			
8	Receipts/Invoices for promotional products (cups, pens, etc)			

	<b>Business Insurance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Receipts/Invoices for Insurance			
2	Receipts/Invoices for Bonding			
3	Receipts/Invoices for any deductible paid			
4	Self-Employed Health Insurance			
5	Unemployment Insurance			

	<b>Professional Fees</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Receipts/Invoices for lawyers, accountants, and consultants			
2	Receipts/Invoices for Professional Association Fees			
3	Merchant Card processing fees (Paypal, Square, etc.)			
4	Meal Receipts (Business Meetings)			
5	Licensing Fees			
6	Local, State, & Federal Taxes			
7	Charitable Contributions			
8	Magazine Subscription Costs			

	<b>Wages</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Payroll record for all contractors & employees for the year			
2	Social Security and Medicare tax payment record for the year			
3	Third Party Payroll processing fees			
4	Health Insurance for Employees			
5	401(K) Contributions to Employees			
6	Other Benefits Expenses			

	<b>Inventory</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Receipts/invoices for raw material			
2	Remaining inventory on hand			
3	Receipts/Invoices for wholesale inventory			

	<b>Office Expenses</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Receipts/Invoices for office supplies			
2	Receipts/Invoices for software			
3	Rent Receipts			
4	Utility Bill Statements			
5	Internet Bill Statements			
6	Phone Bill Statements			
7	Cable Bill Statements			
8	Postage Receipts			
9	Other Service Statements (cleaning svc, shredding svc, etc.)			
10	Equipment Receipts			
11	Business Loan Interest Statements			

	<b>Home Office Expense</b>			
1	Square footage of home office _____			
2	Square footage of home _____			
3	Date when office was put in service _____			
4	Refer to Office Expense Section for remaining items			

	<b>Vehicle &amp; Travel</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Business-Use vehicle lease expense			
2	Mileage Logs			
3	Gas Receipts (company vehicles only)			
4	Hotel room receipts			
5	Meal receipts			
6	Transportation receipts (Cab, Train, Plane, Uber, Lyft, etc.)			
7	Conference Expenses			
8	Car Insurance			