
BUSINESS INCOME – THERE IS A SEPARATE BUSINESS CHECKLIST – PER REQUEST

- ☐ BUSINESS NAME
- ☐ EIN OR TAX ID FOR YOUR COMPANY
- ☐ BUSINESS ADDRESS (IF DIFFERENT THAN HOME ADDRESS)
- ☐ ____ Business Income / Gross Receipts
 - 1099 MISC FORMS
 - INCOME MADE

____ Business Expenses

- ADVERTISING
- COMMISSIONS AND FEES
- CONTRACT LABOR
- EMPLOYEE BENEFIT PROGRAMS
- INSURANCE
- INTEREST
- LEGAL AND PROFESSIONAL SERVICES
- OFFICE EXPENSES
- PENSION AND PROFIT SHARING PLANS
- RENT AND LEASE
 - VEHICLES, MACHINERY AND EQUIPMENT
 - OTHER BUSINESS PROPERTY
- REPAIRS AND MAINTENANCE
- SUPPLIES
- TAXES AND LICENSES
- TRAVEL AND MEALS
 - TRAVEL, HOTELS, FLIGHTS, ETC
 - MEALS
- UTILITIES
- FURNITURE AND FIXTURES
- OTHER EXPENSES

____ Business Expenses vehicle

- Make and model of vehicle
- Miles drive – one way or round trip
- Tolls and parking fees
- Repairs and Maintenance

____ Business Building Use

- Total square footage of space used

____ COST OF GOODS SOLD (THIS IS IF YOU SELL ITEMS FOR PROFIT)

- COST OF INVENTORY
- MATERIALS AND SUPPLIES
- OTHER COSTS

