



SMALL BUSINESS Tax prep checklist

- ☐ List of bank deposits
- ☐ All 1099s
- ☐ Other income (interest etc.)

Adjustable Figures Needed

- ☐ Beginning inventory
- ☐ Ending inventory
- ☐ Bad Debts

List of assets (cost & date acquired)

Self Employed Expenses

- ☐ **Advertising**

Auto Expenses / business mileage

- ☐ Auto insurance
- ☐ Interest of auto loan
- ☐ Repairs & maintenance
- ☐ Total miles driven
- ☐ Business miles driven
- ☐ Total gas purchases
- ☐ Date car purchased
- ☐ Model and make of auto

Bank service charges

- ☐ Merchant fees for your credit card sales

Office Expenses

- ☐ Materials & Supplies
- ☐ Postage and shipping
- ☐ Customer gifts
- ☐ Software purchases
- ☐ Dues & subscriptions
- ☐ Internet service
- ☐ Web site hosting, design, and domain registration
- ☐ Cell Phones
- ☐ Telephone
- ☐ Books, newspapers, magazines for business purposes
- ☐ Answering services

Education & Seminars (related to current business, not new career)

Legal and Professional Fees

- ☐ Accounting
- ☐ Other Professional Fees

Meals & Entertainment (usually only 50% deductible)

Salaries & Wages

- ☐ Total gross wages paid
- ☐ Commissions paid
- ☐ Company paid FICA
- ☐ Federal unemployment paid
- ☐ State unemployment paid
- ☐ Worker's compensation paid
- ☐ Copies of 1099s to contractors

Rent/Lease Business Space / Property

Business Property Taxes

Rent/Lease Business Equipment

Rent or lease of storage facilities

Repairs and Maintenance of equipment or business space Taxes & Licenses

Travel expenses

- ☐ Parking and tolls for business travel
- ☐ Hotel, air and bus fares, taxis

Utilities

- ☐ Electricity, Water, Sewer

Home Office/Business Expense

- ☐ Total square feet of home
- ☐ Total square feet of office
- ☐ Mortgage interest
- ☐ Real estate taxes
- ☐ Home Utilities
- ☐ Home repairs
- ☐ Home insurance
- ☐ Repairs/Maintenance Done in Year
- ☐ Month/Year Home First Used for Bus.
- ☐ Your Investment in Home
- ☐ Purchase price + improvements
- ☐ Daycare Use
- ☐ Total Hours used for Daycare



Find us on
Facebook

@LegendaryTaxProCentral

www.LegendaryTaxPro.com
info@legendarytaxpro.com
678-466-0302 | 414-710-3434

