

**SMALL BUSINESS CHECKLIST 2018 | DW AGOSTO TAX PLANNING, LLC**

**This form is for Sole Proprietors or Single-Member LLCs. Other businesses need to provide a Profit and Loss and a Balance Sheet. The purpose of this form is to compile your data and necessary documentation. Please complete to reduce billable time.**

TAXPAYER NAME: \_\_\_\_\_ EIN (if not SS) \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ CASH ACCOUNTING? \_\_\_\_\_

ADDRESS IF DIFFERENT FROM HOME: \_\_\_\_\_

WHEN DID THE BUSINESS BEGIN OPERATIONS? \_\_\_\_\_ STATE? \_\_\_\_\_

ARE YOU UP-TO-DATE ON YOUR...?

	YES	NO	DON'T KNOW	N/A	IF NO, PLEASE EXPLAIN
FEDERAL TAXES					
STATE TAXES					
STATE ANNUAL FILING					
LOCAL LICENSE					
SALES TAX					
EMPLOYMENT TAXES					

EARNED INCOME \_\_\_\_\_

INTEREST INCOME \_\_\_\_\_

**EXPENSES:**

ADVERTISING \_\_\_\_\_

BANK FEES \_\_\_\_\_

1099 LABOR \_\_\_\_\_

INSURANCE \_\_\_\_\_

MORTG INTEREST \_\_\_\_\_

OTHER INTEREST \_\_\_\_\_

LEGAL \_\_\_\_\_

ACCOUNTING \_\_\_\_\_

OFFICE SUPPLIES \_\_\_\_\_

PENSION/401K \_\_\_\_\_

OFFICE RENT \_\_\_\_\_

EQUIP RENT \_\_\_\_\_

REPAIRS \_\_\_\_\_

MAINTENANCE \_\_\_\_\_

SUPPLIES \_\_\_\_\_

TAXES (FED) \_\_\_\_\_

TAXES (STATE) \_\_\_\_\_

TAXES (PAYROLL) \_\_\_\_\_

TAXES (SALE) \_\_\_\_\_

LICENSES \_\_\_\_\_

TRAVEL MEALS \_\_\_\_\_

TRAVEL HOTEL \_\_\_\_\_

PARKING \_\_\_\_\_

ENTERTAINMENT \_\_\_\_\_

PHONE/INTERNET \_\_\_\_\_

UTILITIES \_\_\_\_\_

WAGES \_\_\_\_\_

OTHER: \_\_\_\_\_

**HOME OFFICE?**

TOTAL SQ FT OF HOME \_\_\_\_\_

SQ FT OF WORK SPACE \_\_\_\_\_

**VEHICLE MILEAGE?**

VEHICLE 1 TYPE \_\_\_\_\_

TOTAL MILES DRIVEN \_\_\_\_\_

BUSINESS MILES DRIVEN \_\_\_\_\_

VEHICLE 2 TYPE \_\_\_\_\_

TOTAL MILES DRIVEN \_\_\_\_\_

BUSINESS MILES DRIVEN \_\_\_\_\_

**COST OF GOODS SOLD**

If you maintain inventory, or sell goods, we should discuss that individually.

**ASSETS:**

Attach a list of all purchased assets, including dates and costs.

Attach a list of all assets sold or no longer in use, including dates and income, if any.

