

## 20\_\_ Business Tax Checklist

Business Name: \_\_\_\_\_

Principle Business Or Profession: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

EIN (if applicable): \_\_\_\_\_

Entity Type (check one): Sole-Proprietor: ☐ LLC: ☐ Multi-Member LLC: ☐ S-Corp: ☐

**If a Multi-Member LLC or S-Corp is checked, provide partners information below:**

<u>Full Name</u>	<u>SSN</u>	<u>%Owned</u>	<u>Address</u>	<u>Title</u>
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_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
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**For users of QuickBooks Desktop follow the instructions on page 2 for sending an Accountants Copy to us, otherwise fill out the Expenses form below.**

Total Income: \_\_\_\_\_

### Auto Expenses

Make/Model: \_\_\_\_\_

Total miles: \_\_\_\_\_ Business miles: \_\_\_\_\_

### **IF DEPRECIATING VEHICLE:**

Auto expenses Totals Per Depreciated Vehicle: (Gas/Oil/Repairs/Insurance) \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_

### Expenses

Materials Purchased: \_\_\_\_\_

Merchant Account Fees: \_\_\_\_\_

Advertising: \_\_\_\_\_

Commissions/Fees: \_\_\_\_\_

Contract Labor: \_\_\_\_\_

Business Insurance: \_\_\_\_\_

Business Mortgage Interest: \_\_\_\_\_

Other Business Interest: \_\_\_\_\_

Legal & Prof Services: \_\_\_\_\_

Office Expenses: \_\_\_\_\_

Rent (vehicles/equipment): \_\_\_\_\_

Rent (building space): \_\_\_\_\_

Repairs & Maintenance: \_\_\_\_\_

Supplies: \_\_\_\_\_

Taxes & Licenses: \_\_\_\_\_

Travel (hotels, rentals): \_\_\_\_\_

Business Meals: \_\_\_\_\_

Utilities: \_\_\_\_\_

Bank Service Charges: \_\_\_\_\_

Dues & Subscriptions: \_\_\_\_\_

Equipment Fuel: \_\_\_\_\_

Postage & Freight: \_\_\_\_\_

Small Equip/Tools (under \$2500): \_\_\_\_\_

Telephone: \_\_\_\_\_

## **Office Use of Home**

Total square feet of home/shop: \_\_\_\_\_ Square Footage used for business: \_\_\_\_\_

If homeowner: Mortgage Interest \_\_\_\_\_ Homeowner's Ins: \_\_\_\_\_

Total Utilities: \_\_\_\_\_ HOA Dues: \_\_\_\_\_

If renter: Total rent paid: \_\_\_\_\_ Total Utilities: \_\_\_\_\_

Repairs & Maintenance costs for Office Use of Home: \_\_\_\_\_

**Balance of Business Checking/Savings as of 12/31:** \_\_\_\_\_

**Balance of Business Credit Cards as of 12/31:** \_\_\_\_\_

### **Business Assets Purchased over \$2500** (Include purchase docs)

Desc: \_\_\_\_\_ Price: \_\_\_\_\_ Date Purchased: \_\_\_\_\_

Desc: \_\_\_\_\_ Price: \_\_\_\_\_ Date Purchased: \_\_\_\_\_

Desc: \_\_\_\_\_ Price: \_\_\_\_\_ Date Purchased: \_\_\_\_\_

Desc: \_\_\_\_\_ Price: \_\_\_\_\_ Date Purchased: \_\_\_\_\_

### **Business Assets Sold** (Include sale docs)

Desc: \_\_\_\_\_ Price: \_\_\_\_\_ Date Sold/Traded: \_\_\_\_\_

Desc: \_\_\_\_\_ Price: \_\_\_\_\_ Date Sold/Traded: \_\_\_\_\_

Desc: \_\_\_\_\_ Price: \_\_\_\_\_ Date Sold/Traded: \_\_\_\_\_

### **Balance of each Business Loan and Interest Paid as of 12/31:**

**Loan Desc:** \_\_\_\_\_ **Balance:** \_\_\_\_\_ **Interest Paid:** \_\_\_\_\_

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**Loan Desc:** \_\_\_\_\_ **Balance:** \_\_\_\_\_ **Interest Paid:** \_\_\_\_\_

### **How to send a QuickBooks Accountant's Copy through the Send File Service:**

1. Open your **QuickBooks Company File**.
2. Click on the **File** menu and hover over **Send Company File**.
3. Hover over **Accountant's Copy** then **Client Activities**.
4. Click on **Send to Accountant**, then click **Next**.
5. Enter the **Dividing Date** of **January 15 of the current calendar year**, then click **Next**.
6. Enter your accountant's email address of [wbtsgmtginger@gmail.com](mailto:wbtsgmtginger@gmail.com).
7. Create a file password of **Wbts2000!** – we need this to open the file.
8. When you are ready click **Send** and also **email your company file's password** to the above email as we also need that to read your **Accountant's Copy**.

**If this is our first year doing your Business returns, please provide us with a  
Previous Year's Tax Returns and Depreciation Schedule(s)!**