

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>

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: _____

Repairs & Maintenance: _____

Merchant Account Fees: _____

Supplies: _____

Advertising: _____

Taxes & Licenses: _____

Commissions/Fees: _____

Travel (hotels, rentals): _____

Contract Labor: _____

Business Meals: _____

Business Insurance: _____

Utilities: _____

Business Mortgage Interest: _____

Bank Service Charges: _____

Other Business Interest: _____

Dues & Subscriptions: _____

Legal & Prof Services: _____

Equipment Fuel: _____

Office Expenses: _____

Postage & Freight: _____

Rent (vehicles/equipment): _____

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

Rent (building space): _____

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: _____

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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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 wbtsmtginger@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)!