



Wright's Tax Service Small Business Documentation Checklist

Income	
<input type="checkbox"/>	Gross receipts from sales/services
<input type="checkbox"/>	Any account receivables
<input type="checkbox"/>	Returns and allowances
<input type="checkbox"/>	1099-INT statement(s), rental income, federal and state gasoline/fuel tax credit/refund
<input type="checkbox"/>	Cost of Goods Sold (COGS)
<input type="checkbox"/>	Beginning inventory dollar amount
<input type="checkbox"/>	Any inventory purchases for the year
<input type="checkbox"/>	Ending inventory dollar amount
<input type="checkbox"/>	Materials and supplies
Expenses	
<input type="checkbox"/>	Advertising
<input type="checkbox"/>	Phones (landline or cell)
<input type="checkbox"/>	Computer and internet
<input type="checkbox"/>	Any contract labor (subcontractors/independent contractors)
<input type="checkbox"/>	Transportation, travel and entertainment
<input type="checkbox"/>	Commission and fees
<input type="checkbox"/>	Employee wages
<input type="checkbox"/>	Repairs/maintenance
<input type="checkbox"/>	Depreciation – Cost of property and date placed in service
<input type="checkbox"/>	If sold property, sales price and date sold
<input type="checkbox"/>	Business insurance
<input type="checkbox"/>	Health insurance (self-employed)
<input type="checkbox"/>	Mortgage interest on building, business loan interest, investment expense and interest
<input type="checkbox"/>	Professional fees – Lawyers, accountants, consultants, tax preparation
<input type="checkbox"/>	Office supplies – pens, paper, postage, etc.
<input type="checkbox"/>	Rent expense – office space, vehicle lease, equipment lease
<input type="checkbox"/>	Home Office – Date office placed in service, total square footage of house, square footage of office space, daycare (hours space used for business), mortgage interest/rent, homeowners'/renters' insurance, utilities, and cost of home
<input type="checkbox"/>	Quarterly estimated tax payments
Forms to file (if applicable)	
<input type="checkbox"/>	Form 1096 with Form 1099-NEC
<input type="checkbox"/>	Form W-2 with Form W-3
<input type="checkbox"/>	Federal (Forms 940, 941, 944) and state payroll returns