TAX CHECKLIST

for small business

GENERAL

- [ ] Bank account & routing number for refunds/payments
- [ ] Bank statements
- [ ] Credit card statements
- [ ] Copies of last year's returns
- [ ]
- [ ]
- [ ]
- [ ]

INCOME

- [ ] Bank deposits for the year
- [ ] 1099's for the year
- [ ] All other income information
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

SALARIES

- [ ] Total wages paid
- [ ] Federal unemployment paid
- [ ] State unemployment paid
- [ ] Worker's compensation paid
- [ ] Health insurance paid
- [ ]
- [ ]
- [ ]

EXPENSES

- [ ] Interest paid
- [ ] Advertising fees
- [ ] Website fees- host/server/domain name, etc
- [ ] Accountant/bookkeeping fees
- [ ] Legal fees
- [ ] Meals & misc entertainment
- [ ] Bank charges
- [ ]

AUTO/TRAVEL

- [ ] Mileage driven (primary car used for business)
- [ ] Gas purchases (primary car used for business)
- [ ] Airfare
- [ ] Hotel fees
- [ ] Rental cars
- [ ] Conference fees
- [ ]
- [ ]

OFFICE

- [ ] Basic office information
- [ ] Mortgage interest
- [ ] Real estate taxes
- [ ] Utilities paid
- [ ] Home insurance
- [ ] Electronics purchased for business (laptop, etc)
- [ ]
- [ ]

CHARITABLE

- [ ] Donation records
- [ ] Volunteer expenses
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

MISC/EXTRAS

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]