



# WHAT SHOULD I BRING TO MY APPOINTMENT?

## SMALL BUSINESS TAX CHECKLIST

### Income

- Gross receipts from sales or services
- Sales records (for accrual-based taxpayers)
- Returns and allowances
- Business checking/savings account interest (1099-INT or statement)
- Other income

### Cost of Goods Sold (if applicable)

- Inventory
- Beginning inventory total dollar amount
- Inventory purchases
- Ending inventory total dollar amount
- Items removed for personal purposes
- Materials & Supplies

### Expenses

- Advertising
- Phones (landline, fax or cell phones related to business)
- Computer & internet expenses
- Transportation and travel expenses
  - Local transportation
    - ★ Business trip (mileage) log
    - ★ Contemporaneous log or receipts for public transportation, parking, and tolls
  - Travel away from home
    - ★ Airfare or mileage/actual expense if drove
    - ★ Hotel
    - ★ Meals, tips
    - ★ Taxi, tips
    - ★ Internet connection (hotel, Internet café etc.)
    - ★ Other



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- ❑ **Commissions paid to subcontractors**
  - File Form 1099-MISC and 1096 as necessary
  
- ❑ **Depreciation**
  - Cost and first date of business use of assets
  - Records relating to personal use of assets
  - Sales price and disposition date of any assets sold
  
- ❑ **Business insurance**
  - Casualty loss insurance
  - Errors and omissions
  - Other
  
- ❑ **Interest expense**
  - Mortgage interest on building owned by business
  - Business loan interest
  - Investment expense and interest
  
- ❑ **Professional fees**
  - Lawyers, accountants, and consultants
  
- ❑ **Office supplies**
  - Pens, paper, staples, and other consumables
  
- ❑ **Rent expense**
  - Office space rent
  - Business-use vehicle lease expense
  - Other



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- ❑ **Office-in-home**
  - Square footage of office space
  - Total square footage of home
  - Hours of use, if operating an in-home daycare
  - Mortgage interest or rent paid
  - Homeowner's or renters' insurance
  - Utilities
  - Cost of home, separate improvements and first date of business use
  
- ❑ **Wages paid to employees**
  - Form W-2 and W-3
  - Federal and state payroll returns (Form 940, Form 941, etc.)
  
- ❑ **Employee benefit expenses**
  - Contractors
  - Form 1099-MISC/ Form 1096
  
- ❑ **Other expenses**
  - Repairs, maintenance of office facility, etc.
  - Estimated tax payments made
  - Other business-related expenses
  
- ❑ **Health insurance**
  - Premiums paid to cover the sole-proprietor and family
  - Premiums paid on behalf of partners and S corporation shareholders
  - Information on spouse's employer provided insurance