***BUSINESS CHECKLIST***

* COPY OF YOUR BUSINESS LICENSE
* EIN NUMBER
* IF YOU ARE DEDUCTING BILLS THAT ARE ON A MONTHLY BASIS SUCH AS CELL, UTILITIES, PHONE SERVICE, ETC. WE NEED THE TOTOL AMOUNT FOR EACH BILL AND A COPY OF ONE FOR THE YEAR WE ARE FILING. 2022
* BUSINESS EXPENSE SHEET FILLED OUT TO THE BEST OF YOUR ABILITY. BRING IN RECEIPTS SO WE CAN MAKE COPIES FOR YOUR FILE. A FEW FROM EACH MONTH YOU HAD EXPENSES OCCUR.
* WE NEED ALL 1099S NOTE.. IF YOU HAVE NOT RECEIVED THEM FROM PAYMENT COMPANIES SUCH AS PAYPALL, CASH APP, SQUARE, IT IS BEST TO WAIT. BUT IF YOU CAN GET A SUMMARY FOR THE YEAR, WE CAN USE THAT. MAKE SURE IT IS ACCURATE.
* IF YOU HAVE VEHICLE MILEAGE, MAKE SURE YOU TOTAL THEM UP FOR THE YEAR ON THE BUSINESS EXPENSE SHEET. ALONG WITH ANY MAINTENANCE SUCH AS REPAIRS, OIL CHANGES, TIRES, ETC…
* IF YOU HAVE A BUSINESS BANK ACCOUNT, WE CAN USE STATEMENTS FOR RECEIPTS OF EXPENSES AS WELL.
* IF YOU HAVE CONTRACTORS WORKING FOR YOU, WE WILL NEED AMOUNTS PAID TO THOSE CONTRACTORS.

NOTE… IF YOU WOULD LIKE FOR US TO DO THE WORK FOR YOU, WE CAN. PLEASE DROP OFF INFORMATION AT LEAST 2 DAYS PRIOR TO YOUR APPOINTMENT SO THAT WE CAN CONTACT YOU IF WE ARE MISSING ANYTHING.