



# UYVONDA CARD TAX SERVICE

## **Small Business/Self Employment Tax Preparation Document Checklist**

- Income Documents and Information
- Gross Income
- List of bank deposit
- All 1099s
- Other income (interest etc.)

### **Adjustable \$ Amt. Needed**

- Beginning inventory
- Ending inventory
- Bad Debts
- Auto Expenses / business mileage
- Auto insurance
- Interest of auto loan
- Repairs & maintenance
- Total miles driven o Business miles driven
- Total gas purchases
- Date car purchased
- Model and make of auto

### **Salaries & Wages**

- Total gross wages paid
- Commissions paid
- Company paid FICA
- Federal unemployment paid
- State unemployment paid
- Worker's compensation paid o
- Copies of 1099s to contractors

### **Home Office/Business Expense**

- Total square feet of home
- Total square feet of office
- Mortgage interest
- Real estate taxes
- Home Utilities
- Home repairs
- Home insurance

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- Repairs/Maintenance
- Month/Year Home First Used for Business
- Your Investment in Home
- Purchase price + improvements o Daycare Use
- Total Hours used for Daycare
- List of assets (cost & date acquired)
- Cost of inventory items that sold (do not include unsold inventory)
- Donated inventory - special rules apply
- Depreciation on the cost of furniture and equipment that you owned prior to starting your business, desks, computers, file cabinets, etc.

## Self Employed Expenses

### **Advertising**

- Marketing
- Promotional materials
- Website

### **Commissions paid**

### **Contract Labor**

### **Business loan interest**

### **Cost of goods sold**

### **Health insurance premiums**

- Special rules apply. (Deduct on the front of Form 1040.)

### **Insurance (other than health)**

- Business Liability
- Workman's Comp

### **Legal and Professional Fees**

- Accounting
- Payroll processing fees
- Attorney and legal fees

### **Meals & Entertainment (usually only 50% deductible)**

### **Company parties where all employees are invited**

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## **Education & Seminars (related to current business, not new career)**

- Books and reference materials
- Workshops and trainings

## **Conferences & Event Costs**

- Registrations
- Materials
- Travel o Uniforms

## **Merchant fees for your credit card sales**

## **Bank service charges and fees**

## **Office Expenses**

- Materials & Supplies
- Postage and shipping
- Customer gifts
- Software purchases
- Software subscriptions, such as security software
- Dues & subscriptions
- Internet service
- Web site hosting, design, and domain registration
- Cell Phones o
- Telephone
- Long distance phone charges
- Phone cards for business calls
- Books, newspapers, magazines for business purposes
- Answering services

## **Rent/Lease Business Space / Property**

## **Business Property Taxes**

## **Rent/Lease Business Equipment**

## **Rent or lease of storage facilities**

## **Repairs and Maintenance of equipment or business space**

## **Shop supplies**

## **Taxes & Licenses**

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- Business taxes
- Business Licenses
- Business Permits

## **Travel expenses**

- Parking and tolls for business travel
- Hotel, air and bus fares, taxis o
- Local transportation

## **Utilities**

## **Gifts**

## **Equipment purchases**

**These can be generally depreciated or expensed with a Section 179 tax deduction**

## **Association and membership fees**

## **Spa/Salons/Stylists/Nail Techs**

- Hair care products and tools
- Laundry expenses
- Spa supplies
- Nail supplies
- Make-up/cosmetics
- Skin care equipment
- Waiting room furniture
- Food and beverage (if supplied to customers)

## **Entertainers (including: vocalists, dancers, performing artists and social media influencers)**

## **Self-promotion expenses**

- Audition tapes
- Film and processing
- Photos
- Portfolio Expenses

## **Continuing education**

- Acting lessons
- Dance/voice training
- Rehearsal rental

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**Supplies used during performance and/or rehearsals**

**Food Service (including: food trucks, caterers and restaurants)**

- Food costs
- Beverages
- Kitchen appliances
- Eating supplies
- Restaurant furniture and fixtures

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