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Small Business Tax Appointment Checklist

Income:

Total Income or Gross Receipts from Sales or Services
All Forms 1099-Misc
Inventory (Beginning Inventory, Inventory Purchases, Ending Inventory, Items Removed for Personal Purposes)
Returns and Allowances
Business Checking & Savings Account Interest Form 1099-INT or Statement
Other Income

Expenses:

Advertising (Print Ads, Business Cards, Flyers, Pens, Graphic Design, Website, URL, Hosting, etc.)

Travel:
Airfare
Hotel/Lodging
Meals, tips
Taxi, tips
Internet connection (Hotspot, Hotel, Etc.)
Entertainment
Mileage
Other:

Subcontractors Expense:
Form 1096, if necessary.

Depreciation:
Asset, Cost and Purchase Date
Sales Price and Date of Sale

Benefits:
Employer-Paid Pension/Profit Sharing Contributions
Employer Paid HSA Contributions
Employer-Paid Health Insurance Premiums
Cost of Other Benefits

	Business Insurance:
	Casualty Loss Insurance
	Liability
	Workers Compensation
	Errors and Omissions
	Other:

	Interest Expense:
	Mortgage Interest on Business Property
	Business Loan Interest

	Legal Fees
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	Licenses and Taxes Paid
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	Office Supplies:
	Pens, Paper, Staples, Cleaning Supplies, Etc.
	Other Consumables

	Rent Expense:
	Office Expense
	Other:

Office-In-Home:

	Square Footage of Office Space (Hours of use for daycare business, only square footage is required for the new standard office-in-home deduction)
	Total Square Footage of Home (Not Applicable for Daycare Business)
	Mortgage Interest or Rent Paid
	Utilities:
	Electric
	Gas
	Sewer
	Trash
	Water
	Internet
	Phone
	Gardening Services
	Other:

	Wages to Employees:
	Form W-2 and W-3
	Federal Payroll Returns (Form 940 Etc.)
	State Payroll Returns

	Other Expenses:
	Repairs, Maintenance of Office Facility, Etc.
	Other Business Related Expenses (Cell Phone, Etc.)