



SMALL BUSINESS TAX PREP CHECKLIST

INCOME

- Gross receipts from sales or services
- Returns and allowances
- Business checking/savings account interest (1099-INT or statement)
- Other income

COST OF GOODS SOLD (if applicable)

- Beginning inventory total dollar amount
- Inventory purchases
- Ending inventory total dollar amount
- Items used for personal purposes
- Materials & supplies

EXPENSES

- Advertising
- Phones
- 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
 - Other
- Commissions paid to subcontractors
- 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
- Interest expense
- Professional fees



Roberts Hart
and Company
Certified Public Accountants

SMALL BUSINESS TAX PREP CHECKLIST

- Office Supplies
- Rent expense
- 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 renter's insurance
 - Utilities
 - Cost of home
- Wages paid to employees
 - Form W-2 and W-3
 - Federal and state payroll returns (Form 940, Form 941, etc.)
 - Employee benefit expenses
 - Contractors
- Other expenses
 - Repairs and maintenance
 - 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