



Tax Prep Checklist for Business

- Balance Sheets & Profit and Loss Reports

Income

- Gross Income
- Business Banking Interest 1099-INT
- Other Income

Expenses

- Cost of Goods Sold (Inventory & Material and Supplies)
- Advertising, Rent, Phone, travel, Insurance, Office supplies, etc.
- Pay and commissions to Sub-Contractors 1099-MISC or a 1096
- Depreciation Assets (Sale or Buy records)
- Home Office Expenses (square footage of office space and total house square footage, home insurance/rental insurance, utilities, improvements to home office)
- Salaries and Wages to employees (W-3)
- Estimated Tax Payments
- Health Insurance (premiums paid)
- Health Reimbursement program totals
- Vehicle Expenses (mileage, maintenance)