

# BUSINESS TAX CHECKLIST

## GENERAL BUSINESS INFORMATION

Name of Business: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## INCOME & EXPENSES

### Income

Ordinary: \_\_\_\_\_

Interest on Accounts: \_\_\_\_\_

Miscellaneous Income: \_\_\_\_\_

### Cost of Goods Sold

Products Purchased: \_\_\_\_\_

Materials & Supplies: \_\_\_\_\_

ENDING INVENTORY: \_\_\_\_\_

### Balances

Ending Bank Balance: \_\_\_\_\_

Ending Loan Balance: \_\_\_\_\_

### Other Taxes

Occupancy: \_\_\_\_\_

State Franchise: \_\_\_\_\_

Business: \_\_\_\_\_

### Expenses

Accounting: \_\_\_\_\_

Advertising: \_\_\_\_\_

Auto & Truck Expenses:

Fuel: \_\_\_\_\_

Repairs: \_\_\_\_\_

Insurance: \_\_\_\_\_

Licensing: \_\_\_\_\_

Miles: \_\_\_\_\_

Other: \_\_\_\_\_

Bank Charges: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Commissions: \_\_\_\_\_

Computer: \_\_\_\_\_

Consulting: \_\_\_\_\_

Credit/Collection Cost: \_\_\_\_\_

Delivery: \_\_\_\_\_

Discounts: \_\_\_\_\_

Dues/Subscriptions: \_\_\_\_\_

Education/Training: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Equipment Rent/Lease: \_\_\_\_\_

Equipment Fuel: \_\_\_\_\_

Freight: \_\_\_\_\_

Gifts: \_\_\_\_\_

Independent Contractor: \_\_\_\_\_

Insurance (Other than Health):

General: \_\_\_\_\_

Building/Equipment: \_\_\_\_\_

Liability: \_\_\_\_\_

Workers' Comp: \_\_\_\_\_

Other: \_\_\_\_\_

Interest Expense:

Mortgage: \_\_\_\_\_

Loans: \_\_\_\_\_

Other: \_\_\_\_\_

Internet: \_\_\_\_\_

Janitorial: \_\_\_\_\_

Laundry & Cleaning: \_\_\_\_\_

Legal & Professional: \_\_\_\_\_

Marketing: \_\_\_\_\_

Meals:

50%: \_\_\_\_\_

80%: \_\_\_\_\_

100%: \_\_\_\_\_

Meetings: \_\_\_\_\_

Office Expense: \_\_\_\_\_

Outside Services/Subcontractors (attach 1099's if already prepared): \_\_\_\_\_

Payroll: \_\_\_\_\_

Shareholder Wages: \_\_\_\_\_

Non-Shareholder Wages: \_\_\_\_\_

Payroll Taxes: \_\_\_\_\_

Permits/Fees: \_\_\_\_\_

Postage/Shipping: \_\_\_\_\_

Printing: \_\_\_\_\_

Rents:

Building: \_\_\_\_\_

Equipment: \_\_\_\_\_

Repairs & Maintenance:

Building: \_\_\_\_\_

Equipment: \_\_\_\_\_

Security: \_\_\_\_\_

Software: \_\_\_\_\_

Small Tools: \_\_\_\_\_

Supplies: \_\_\_\_\_

Taxes and Licenses: \_\_\_\_\_

Travel: \_\_\_\_\_

Uniforms: \_\_\_\_\_

Utilities: \_\_\_\_\_

Waste Removal: \_\_\_\_\_

### Equipment Purchases

Equipment: \_\_\_\_\_

Purchase Date: \_\_\_\_\_

Total Purchase Price: \_\_\_\_\_

Equipment: \_\_\_\_\_

Purchase Date: \_\_\_\_\_

Total Purchase Price: \_\_\_\_\_

Equipment: \_\_\_\_\_

Purchase Date: \_\_\_\_\_

Total Purchase Price: \_\_\_\_\_

### Equipment Sales

Equipment: \_\_\_\_\_

Sale Date: \_\_\_\_\_

Total Sale Price: \_\_\_\_\_

Equipment: \_\_\_\_\_

Sale Date: \_\_\_\_\_

Total Sale Price: \_\_\_\_\_

Equipment: \_\_\_\_\_

Sale Date: \_\_\_\_\_

Total Sale Price: \_\_\_\_\_

### Equipment Traded in on Previous Lines

Equipment: \_\_\_\_\_

Trade in Date: \_\_\_\_\_

Trade in Amount: \_\_\_\_\_

Equipment: \_\_\_\_\_

Trade in Date: \_\_\_\_\_

Trade in Amount: \_\_\_\_\_

Equipment: \_\_\_\_\_

Trade in Date: \_\_\_\_\_

Trade in Amount: \_\_\_\_\_

### Owners/Partners/Shareholders

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

### Ownership %

% Owned: \_\_\_\_\_

% Owned: \_\_\_\_\_

% Owned: \_\_\_\_\_

% Owned: \_\_\_\_\_

% Owned: \_\_\_\_\_