



List of Items for Business Tax Return

Business Name

Date Business Started/Ended

Structure - Sole Proprietorship, Partnership, LLC or Corporation

Occupation/Profession

SS# or EIN #

1099 Forms

W2's/Wage Statements (DE-9)

Business/Self-Employment Expenses

Vehicle Deductions

- ➔ Total Mileage for year with breakdown - Business, Commuting & Personal
- ➔ Actual Costs - Gas, Repairs, Car Insurance
- ➔ Owned Vehicles - Year, Model & Purchase Price of Vehicle

Equipment

- ➔ Tools
- ➔ Computer, Printer, Software
- ➔ Electronics, Telephone, Office Systems/Machines
- ➔ Office Furniture
- ➔ Improvements

Home Office

- ➔ Total Sq. footage of Home
- ➔ Sq. footage of office used exclusively & as primary place of business
- ➔ Mortgage Interest/Property Taxes paid
- ➔ Rent paid
- ➔ Utilities to include Water, Sewer, Trash
- ➔ HOA fees
- ➔ Depreciation - Purchase price of home (incl. Property Tax Bill)



Business/Self-Employment Expenses

Inventory

- ➔ Beginning
- ➔ Ending

Travel

Education/Classes

Repairs

Business Insurance (not Automobile Insurance)

Advertising & Marketing Expense

Taxes Paid

Bank Service Charges/Merchant Fees

Cost of Goods

Business Interest

Accounting, Legal and Professional Fees

Office Supplies

Entertainment and Meals

Gifts to Clients

Associations/Groups

Magazines, Books & Subscriptions

Commissions & Fees

Casual Labor

1099's to Subcontractors

Business License/City Fees

Parking and Tolls

Internet & Website Expense

Seminars and Trade Shows

Telephone Expense

Uniforms

Office Rental Expense