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# BUSINESS TAX PREPARATION CHECKLIST

## Income

Gross receipts from sales or services  
Sales records (for accrual based taxpayers)  
Beginning inventory (if applicable)  
Ending Inventory (if applicable)  
Items removed for personal purposes (if applicable)  
Returns and allowances  
Business checking and savings account interest (1099-INT or statement)

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## Transportation and Travel Expenses:

### Local Transportation

Business trip (mileage) log  
Contemporaneous log or receipts for public transportation, parking and tolls.

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### Travel away from home

Airfare or mileage (actual expense if drove)  
Hotels  
Meals and tips  
Taxes and tips  
Internet connection (hotel, Internet café, etc.)

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## Additional Expenses:

Advertising

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### Commissions paid to subcontractors

File Form 1099-MISC and 1096 as necessary

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### Depreciation

Cost and acquisition date of assets  
Sales price and disposition date of any assets sold

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<b>Fringe benefits</b>	Employer-paid pension/profit sharing contributions Employer-paid HSA contributions Employer-paid health insurance premiums Cost of other fringe benefits
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<b>Business insurance</b>	Casualty loss insurance Errors and omissions Other
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<b>Interest expense</b>	Mortgage interest on building owned by business Business loan interest Legal fees
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<b>Office supplies</b>	Pens, paper, staples, etc. Other consumables
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<b>Rent expense</b>	Office space rent Business-use vehicle lease expense Other
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<b>Office-in-home</b>	Square footage of office space (hours of use for daycare business) Total square footage of home (not applicable for daycare business) Mortgage interest or rent paid Utilities
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<b>Wages paid to employees</b>	Form W-2 and W-3 Federal and state payroll returns (Form 940, etc.)
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<b>Other expenses</b>	Repairs, maintenance of office facility, etc.
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