



# BUSINESS TAX PREPARATION CHECKLIST

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## General

Prior Year Corporate Tax Return  
If first year, copy of IRS EIN Letter, or documentation of filing requirement.

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## 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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**Fringe benefits**      Employer-paid pension/profit sharing contributions  
Employer-paid HSA contributions  
Employer-paid health insurance premiums  
Cost of other fringe benefits

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**Business insurance**      Casualty loss insurance  
Errors and omissions  
Other

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**Interest expense**      Mortgage interest on building owned by business  
Business loan interest  
Legal fees

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**Office supplies**      Pens, paper, staples, etc.  
Other consumables

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**Rent expense**      Office space rent  
Business-use vehicle lease expense  
Other

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**Office-in-home**      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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**Wages paid to employees**      Form W-2 and W-3 Federal and state payroll returns (Form 940,  
etc.)

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**Other expenses**      Repairs, maintenance of office facility, etc.