

TAX PREP CHECKLIST

BUSINESS OWNERS

- Tax ID #
- Corporation documents, if applicable
- Yearly sales report including cash transactions
- 1099 income
- Assets/equipment list
- Liabilities/loan statements

-EXPENSES-

- Office expenses
- Payroll & payroll taxes
- Supplies
- Mileage
- Health insurance premiums
- Rent
- Utilities
- Repairs/maintenance
- Telephone
- Shipping/postage
- Advertising/marketing
- Meals & entertainment
- Insurance premiums
- Taxes
- Traveling

NOTES