

2017 BUSINESS TAX CHECKLIST

Business Details:

Name of Business: _____

Business Address: _____

Legal Structure of Business: _____ Date Incorporated: _____

Of Business Partners _____

Name, Address, percentage of ownership & Social Security #s of all partners- Please attach list.

Any contributions to business by owners? _____



Micro Business

Income

- Gross receipts from sales or services
- Sales records (for accrual based taxpayers)
- Returns and allowances
- Business checking/savings account interest (1099-INT or statement)
- Other income



Cost of Goods Sold (if applicable)

- Inventory
- Beginning inventory total dollar amount
- Inventory purchases
- Ending inventory total dollar amount
- Items removed for personal purposes
- Materials & Supplies

Expenses

- Advertising
- Phones (landline, fax or cell phones related to business)
- Computer & internet expenses
- Transportation and travel expenses
- Travel away from home
 - Airfare or mileage/actual expense if drove
 - Hotel
 - Meals, tips
 - Taxi, tips
 - Internet connection (hotel, Internet café etc.)
 - Other
- Commissions paid to subcontractors
 - File Form 1099-MISC and 1096 as necessary
- Depreciation
 - Cost and first date of business use of assets
 - Records relating to personal use of assets
 - Sales price and disposition date of any assets sold

Boutique



Venture



Corporate



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- Business insurance
 - Casualty loss insurance
 - Errors and omissions
 - Other
- Interest expense
 - Mortgage interest on building owned by business
 - Business loan interest
 - Investment expense and interest
- Professional fees
 - Lawyers, accountants, and consultants
- Office supplies
 - Pens, paper, staples, and other consumables
- Rent expense
 - Office space rent
 - Business-use vehicle lease expense
 - Other
- Office-in-home
 - Square footage of office space
 - Total square footage of home
 - Hours of use, if operating an in home daycare
 - Mortgage interest or rent paid
 - Homeowner's or renters' insurance
 - Utilities
 - Cost of home, separate improvements and first date of business use
- Wages paid to employees
 - Form W-2 and W-3
 - Federal and state payroll returns (Form 940, Form 941, etc.)
 - Employee benefit expenses
 - Contractors



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- Form 1099-MISC
- Form 1096
- Other expenses
 - Repairs, maintenance of office facility, etc
 - Estimated tax payments made
 - Other business related expenses
 - Health insurance
 - Premiums paid to cover the sole-proprietor and family
 - Premiums paid on behalf of partners and S corporation shareholders
 - Information on spouse's employer provided insurance



Gathered all of your documents? Now you are ready to upload to your secure tax portal. If you have not signed up for your portal, please send us a text message with your business name to 678.374.9408 OR simply call us.