

Business

Tax Preparation and Planning Services

Filing Requirements – Business - Documents Showing Income For The Year:

- 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)

Filing Requirements – Expenses

- **Transportation and Travel Expenses**
 - Local Transportation
 - Business trip (mileage) log
 - Contemporaneous log or receipts for public transportation, parking and tolls.
 - Travel away from home
 - Airfare or mileage (actual expense if drove)
 - Hotels
 - Meals and tips
 - Taxes and tips
 - Internet connection (hotel, Internet café, etc.)

- Advertising
 - Commissions paid to subcontractors
 - File Form 1099-MISC and 1096 as necessary
- Depreciation
 - Cost and acquisition date of assets
 - Sales price and disposition date of any assets sold
- Fringe benefits
 - Employer-paid pension/profit sharing contributions
 - Employer-paid HSA contributions
 - Employer-paid health insurance premiums
 - Cost of other fringe benefits
- Business insurance
 - Casualty loss insurance
 - Errors and omissions
 - Other
- Interest expense
 - Mortgage interest on building owned by business
 - Business loan interest
 - Legal fees
- Office supplies
 - Pens, paper, staples, etc.
 - Other consumables
- Rent expense
 - Office space rent
 - Business-use vehicle lease expense

- Other
- 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
- Wages paid to employees
 - Form W-2 and W-3 Federal and state payroll returns (Form 940, etc.)
- Other expenses
 - Repairs, maintenance of office facility, etc.