



## Small Business Tax Check List

**\*This check list is provided to help you gather necessary information for us to prepare your 2016 income tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2016 tax year.\***

### **Income**

- Gross Receipts form sales or services
- Sales records (for accrual based taxpayers)
- Inventory (if applicable)
  - Beginning inventory
  - Inventory purchases
  - Ending Inventory
  - Items removed for personal use
- Returns and allowances
- Business checking/savings interest (1099-INT or statement)
- Other Income

### **Expenses**

- Advertising
- Transportation
  - Local transportation
    - Business Mileage log
    - Continuous log or receipts for public transportation, tolls, and parking
- Travel away from home
  - Airfare or mileage/actual expense if drove
  - Hotel
  - Meals and Tips
  - Taxi and Tips
  - Internet
  - Other
- Commissions paid to subcontractors
  - File form 1099-Misc and 1096 as required
- 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 HAS Contributions
- Employer-paid health insurance premiums
- Cost of other fringe benefits

### Business Insurance

- Casualty loss insurance
- Errors and omissions
- Other

### Interest Expenses

- Mortgage interest on building owned by business
- Business loan interest

- Legal fees

### Office Supplies

- Copy paper, pens, pencils, etc.
- Other

### Rent Expense

- Office or space rent
- Business related Vehicle lease expense
- Other

### Home office

- The square footage of the office space used for business
- Mortgage interest or rent paid
- Utilities

### Wages paid to employees

- Form W-2, W-3 (required by law)
- Federal and state payroll forms (940)

### Other expenses

- Repairs, maintenance of office facility, etc
- Other business related expenses